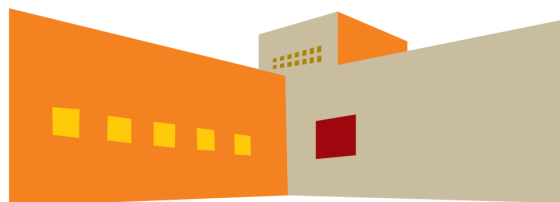


NEW MEXICO



# Commission of Public Records

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2013-2018



Annual Performance Measures  
Fiscal Year 2016

## TABLE OF CONTENTS

|  |    |
|--|----|
| Commission of Public Records Services.....                         | 1  |
| Vision, Mission and Goals of the Commission of Public Records..... | 2  |
| Message from the State Records Administrator.....                  | 3  |
| Monitoring Plan.....   | 4  |
| Legislative Performance Measures.....                              | 4  |
| Office of the State Records Administrator.....                     | 5  |
| New Mexico State Archives Division.....                            | 6  |
| Records Management Division.....                                   | 7  |
| Administrative Law Division.....                                   | 8  |
| Office of the State Historian.....                                 | 9  |
| Information Technology Management Division.....                    | 10 |
| Statutes, Rules, Activities and Tasks.....                         | 11 |

## COMMISSION OF PUBLIC RECORDS SERVICES

The statutory duty of the Commission of Public Records (CPR) is to employ a state records administrator to assist with the administration of the Public Records Act [Section 14-3-1 NMSA 1978 et seq.]. The state records administrator is the official custodian and trustee for the state of all public records and archives of whatever kind that are transferred to the SRCA from any public office of the state or from any other source. To accomplish this, the administrator is responsible for establishing a records management program for the application of efficient and economical management methods to the creation, utilization, maintenance, retention, preservation and disposal of official records.

The act also provides for the establishment of a records center in Santa Fe, which is commonly known as the State Records Center and Archives (SRCA).

In addition to records management and preservation, the state records administrator is statutorily required to administer the State Rules Act (Section 14-4-1 NMSA 1978 et seq.). This act governs the official filing and publication of rules developed by executive agencies of New Mexico state government.

For purposes of the Accountability in Government Act (Section 6-3A-1 NMSA 1978 et seq.), the CPR identified a single program - records, information and archival management - and four activities (or sub-programs). These activities are administration, public records management, administrative law and New Mexico history and are administered through the following organizational units:

- Office of the State Records Administrator
- New Mexico State Archives Division
- Records Management Division
- Administrative Law Division
- Office of the State Historian
- Information Technology Management Division

NEW MEXICO



# Commission of Public Records

at the State Records Center and Archives

Your Access to Public Information

## The **VISION** of the Commission of Public Records:

- Be the state's leading resource in providing access to, preservation of and interpretation of historical and current records.

## The **MISSION** of the Commission of Public Records:

- Preserve, protect and facilitate access to public records that are held in trust for the people of New Mexico;
- Ensure rules promulgated by state agencies are filed and published as prescribed in law and are accessible;
- Advocate an understanding and appreciation of New Mexico history; and
- Develop records and information management programs for state agencies.

## The **GOALS** of the Commission of Public Records:

- Manage, preserve and provide access to records and information;
- Enhance effectiveness of the agency; and
- Build positive awareness of agency resources and services.

## MESSAGE FROM LINDA M. TRUJILLO, STATE RECORDS ADMINISTRATOR

The Commission of Public Records serves New Mexico by ensuring the proper management and protection of public records. This mandate includes making the records accessible to the public for legal and historical purposes. This is a significant responsibility because our democracy relies on these important documents and the rights of people are defended by them.

Staff provide the following key services to the public through administration of the Public Records Act and the State Rules Act:



State Records Administrator, Linda M. Trujillo

- Filing rules and other legal instruments, publication and accessibility of agency rules, managing and preserving rules;
- Developing effective records management systems and assisting with the proper disposition of records;
- Collecting, preserving and making available to the public and all branches of government, permanent public records, historical manuscripts, photographs and other materials that contribute to the understanding of New Mexico history; and
- Advancing an understanding and appreciation of New Mexico's history and culture through interpretive research, outreach, educational programming, presentation and publication.

In fulfilling our statutory purpose it is our goal to ensure that we provide quality customer service in a timely and professional manner. To accomplish this task the staff and commission worked collaboratively to develop the following five-year strategic plan for fiscal years 2013-2018 and annual performance measures for fiscal year 2016.

## MONITORING PLAN

Monitoring progress in meeting the strategic goals and specific annual action steps has always been a part of the agency's strategic planning process. Division directors and others responsible for designated performance measures are charged with developing internal tracking methods and for maintaining the requisite statistics to measure progress. They are required to report the statistical data and provide a narrative explanation on a quarterly basis.

Division directors and others responsible for measures must report progress by the 20<sup>th</sup> day of the month following the end of a quarter. Reporting may require a numeric entry in a format responsive to the target (dates, percentages, etc.), or provide a narrative explanation. Measures are considered to be on schedule during the year if they have been completed in conformance with the target or if sufficient progress has been made or sufficient time is remaining to assume that the target can reasonably be expected to be achieved.

The agency has also entered the required monitoring information in the Department of Finance and Administration performance monitoring database.

## FISCAL YEAR 2016 LEGISLATIVE PERFORMANCE MEASURES

|   |     |
|---|-----|
| Percent of requests for access to public records in its custody the commission is able to satisfy within twenty-four hours. | 75% |
|---|-----|

### Additional performance measures to be reported for FY 2016

|  |         |
|--|---------|
| Maximum number of days between rule effective date and online availability.                                | 32      |
| Percent of historical records grant projects that are achieving stated objectives.                         | 100%    |
| Percent of annual strategic plan performance measures achieved or on schedule.                             | 75%     |
| Percent of total records items scheduled, reviewed, amended or replaced within a five-year period.         | 40%     |
| Number of research documents and educational activities provided by the New Mexico state historian.        | 25      |
| Number of times during a fiscal year that visitors accessed information on the New Mexico history website. | 150,000 |

# OFFICE OF THE STATE RECORDS ADMINISTRATOR

## RESPONSIBILITY

Office of the State Records Administrator is composed of the Commission of Public Records, the state records administrator, the deputy records administrator, the Administrative Services Division and the chief financial officer. The Office of the State Records Administrator provides leadership, promulgates agency rules, adopts department policies, manages agency performance and provides financial and human resource services.

## CUSTOMERS

Customers include the Commission of Public Records, the agency's five divisions and those they serve, the New Mexico Historical Records Advisory Board, other state agencies, the governor and legislature, the citizens of New Mexico, local and tribal governments and historical record repositories.

## SERVICES

- Administration of agency;
- Manage and coordinate security and building services;
- Strategic planning;
- Reporting;
- Adopt and enforce rules;
- Approve donations and loans;
- Outreach; and
- Serve on advisory boards.

## Goal #1: MANAGE, PRESERVE AND PROVIDE ACCESS TO RECORDS AND INFORMATION

- Administer the State Rules Act.
- Chair the New Mexico Historical Records Advisory Board (NMHRAB).
- Assist with management of grants.
- Serve as the sponsor of Central Electronic Records Repository (CERR).
- Improve environmental conditions of Albuquerque records center.

## Goal #2: ENHANCE EFFECTIVENESS OF AGENCY

- Ensure employees are familiar with the strategic plan and participate in its implementation.
- Make safety an agency value.
- Recruit and support a highly trained, motivated and effective workforce.
- Provide financial oversight for transparency and accountability.
- Update agency rules as necessary.

## Goal #3: BUILD POSITIVE AWARENESS OF AGENCY RESOURCES AND SERVICES

- Administer the State Records Act.
- Develop and implement an annual legislative strategy.
- Develop and implement an agency marketing plan.

## PERFORMANCE MEASURES

- Collaborate with the state legislature to amend State Rules Act and the Public Records Act.
- Meet all contractual NHPRC grant requirements.
- Manage agency in accordance with strategic plan & coordinate update of performance measures.
- Provide orientation for new commission and NMHRAB Board members.
- Complete and submit FY17 appropriation request.
- Maintain department-wide safety initiatives.
- Conduct annual inventory to ensure appropriate safety equipment is purchased and available.
- Provide two agency wide professional staff development opportunities.
- Satisfy all budgetary and financial control and reporting requirements.
- Advocate for funding to expand the State Records Center and Archives facilities.
- Implement marketing plan.

# NEW MEXICO STATE ARCHIVES DIVISION

## RESPONSIBILITY

The New Mexico State Archives Division is the central archives of New Mexico state government. The agency is mandated by law to collect, preserve and make available to the public and all branches of government, permanent public records, historical manuscripts, photographs and other materials that contribute to the understanding of New Mexico history. On-line finding aids which describe collections and some digital images are available via HERITAGE, the on-line catalog for the State Records Center and Archives at: [nmcpr.state.nm.us/archives/gencat\\_cover.htm](http://nmcpr.state.nm.us/archives/gencat_cover.htm). Records at the State Records Center and Archives are available to the public in accordance with state law. The division offers reference assistance on-site, by telephone, mail or e-mail.

## CUSTOMERS

The New Mexico State Archives Division customers include other state agencies, the governor and legislature, courts, the citizens of New Mexico, local and tribal governments, historical record repositories, historians and others interested in history.

## SERVICES

- Identify archival records;
- Identify permanent records of state government;
- Accept donations of personal papers collections that fit within the commission's collection policy;
- Preserve permanent records transferred or donated to the commission;
- Provide access to collections;
- Effectively manage the state's permanent public records;
- Provide advice to local governments and non-profit historical record repositories;
- Provide training in archival management methods and techniques;
- Serve as an affiliated archive for federal records; and
- Sell archival supplies, reproductions, and compilations.

## Goal #1: MANAGE, PRESERVE AND PROVIDE ACCESS TO RECORDS AND INFORMATION

- Advance preservation and security of records.
- Increase access, on-line and on-site, to records and information that are held in trust for the people of New Mexico.
- Address challenges of managing electronic records.

## Goal #2: ENHANCE EFFECTIVENESS OF THE AGENCY

- Improve internal performance and service delivery to customers.
- Ensure division rules are complete and current.
- Identify and seek funding to support records, information and archival management (RIAM) training for local and tribal governments.

## Goal #3: BUILD POSITIVE AWARENESS OF AGENCY RESOURCES AND SERVICES

- Provide public programming.
- Using agency branding material to increase the division's presence, visibility and public knowledge of services available.

## PERFORMANCE MEASURES

- Complete an annual inventory of archival holdings.
- Complete an environmental quality report of archival holdings.
- Track to number of on-site visitors and the number of off-site requests.
- Describe and publish 100 linear feet of records.
- Digitize and add scope and content for 15 motion picture films, if storage space is available.
- Provide opportunity for staff to attend trainings or conferences to remain current with RIAM standards at least two times a year.
- Organize and promote Archives Month in October 2015.
- Continue the reconciliation of the Ancestry Project.

## RECORDS MANAGEMENT DIVISION

### RESPONSIBILITY

The Records Management Division assists government agencies with the development of efficient and effective records management programs. This is achieved by:

- Recommending rules for records management;
- Requiring state agencies to appoint a chief records officer and records liaison officers where necessary;
- Providing quality training on basic and intermediate records management topics;
- Handling the transfer and storage of records at two records center facilities;
- Reviewing microphotography plans to ensure microphotography systems produce legible images;
- Inspecting microfilm for government entities;
- Establishing rules for management of electronic records;
- Assisting agencies with the proper disposition of records; and
- Serving as a resource on records management.

### CUSTOMERS

Records Management Division customers include other state agencies, the governor and legislature, the citizens of New Mexico, local governments and historical records repositories.

### SERVICES

- Establish standards for efficient management of state agency records;
- Properly dispose of public records and non-records;
- Advise local governments and historical record repositories;
- Store records into warehouse;
- Provide access to stored records;
- Provide safe and secure storage for inactive records;
- Sell storage supplies;
- Establish minimum standards for microphotography systems; and
- Provide records and information management training.

### Goal #1: MANAGE, PRESERVE AND PROVIDE ACCESS TO RECORDS AND INFORMATION

- Improve operational procedures.
- Improve the environmental conditions of the Albuquerque records center.
- Address challenges of managing electronic records.
- Establish and update Functional Records Retention and Disposition Schedules (FRRDS).

### Goal #2: ENHANCE EFFECTIVENESS OF THE AGENCY

- Evaluate quality of customer service.
- Increase records management competence.
- Develop progression plan for continuation of operations.
- Promote team building within the division.
- Ensure division rules are complete and current.

### Goal #3: BUILD POSITIVE AWARENESS OF AGENCY RESOURCES AND SERVICES

- Improve information for walk-in customers at both records centers.
- Improve agency website.
- Offer effective records management training.

### PERFORMANCE MEASURES

- Update operational procedures in response to new rules and the implementation of CERR.
- Develop an intra-agency policy for management of records.
- Manage the implementation of the Central Electronic Records Repository (CERR).
- Provide opportunity for staff to attend trainings to remain current with Records Information Management (RIM) standards.
- Develop on-line training related to FRRDS.
- Provide a minimum of six in-person trainings related to FRRDS.



## ADMINISTRATIVE LAW DIVISION

### RESPONSIBILITY

The Administrative Law Division (ALD) is responsible for filing rules and other instruments received; managing and preserving those rules and instruments; and making the rules, notices, and other instruments filed with the ALD accessible to the public and other users. This includes, monitoring compliance with statutes and rules affecting the rule-filing and publishing processes.

To guide state agencies, ALD provides training and consultation with respect to the requirements for filing and publishing and answers questions from individuals and groups interested in regulatory material filed.

Division staff maintain and preserve all regulatory material filed until the material is repealed or otherwise determined no longer valid (at which time it is transferred to the State Records Center and Archives) and assure open and public access to the material is provided.

### CUSTOMERS

Administrative Law Division's customers include the agency's five divisions and those they serve, other state agencies, the governor and legislature, the citizens of New Mexico, local and tribal governments and historical record repositories.

### SERVICES

- File rules;
- Establish and enforce rule standards;
- Provide rule style and format training;
- Produce the New Mexico Register and the New Mexico Administrative Code (NMAC);
- Maintain active rules collection;
- Maintain interstate compacts and county subdivision regulations;
- Assist state agencies with converting pre-NMAC and NMAC1 rules to current NMAC style and format; and
- Increase knowledge of NMAC.

### Goal #1: MANAGE, PRESERVE AND PROVIDE ACCESS TO RECORDS AND INFORMATION

- Assist the state records administrator with administration of the State Rules Act.
- Increase access to records and information.

### Goal #2: ENHANCE EFFECTIVENESS OF THE AGENCY

- Improve rule filing process.
- Ensure division rules are complete and current.
- Place historical rules on website.

### Goal #3: BUILD POSITIVE AWARENESS OF AGENCY RESOURCES AND SERVICES

- Assist state agencies with converting pre-NMAC and NMAC1 rules to current NMAC style and format.
- Increase knowledge of NMAC.

### PERFORMANCE MEASURES

- File 90% of the rules adopted by state agencies by the established deadline.
- Prepare and proof annual index by the third issue of the *New Mexico Register*, Volume XXVII.
- Publish the New Mexico Register by the established deadline.
- Review relevant agency rules and provide recommendations to the state records administrator for implementing appropriate rulemaking action.
- Notify 25% of agencies that need to update rules format.
- Provide on-line, in person and group NMAC training.
- Notify counties of requirement to file subdivision regulations and file within two days of receipt.
- Notify agencies of requirements to file interstate compacts and file within two days of receipt.

## OFFICE OF THE STATE HISTORIAN

### RESPONSIBILITY

The Office of the State Historian provides and promotes an understanding and appreciation of New Mexico's history and culture through interpretive research, outreach, educational programming, presentation and publication.

### CUSTOMERS

The Office of the State Historian customers include other state agencies, the governor and legislature, the citizens of New Mexico, historians and others interested in history.

### SERVICES

- Serve as the authority on New Mexico history;
- Serve on Cultural Properties Review Committee;
- Conduct outreach; and
- Contribute to the public's understanding of New Mexico history.

### Goal #1: MANAGE, PRESERVE AND PROVIDE ACCESS TO RECORDS AND INFORMATION

- Support and encourage research and interpretation.
- Provide professional consultation, research reports and educational activities.
- Increase access and visibility of agency historical website.

### Goal #2: ENHANCE EFFECTIVENESS OF THE AGENCY

- Encourage collaboration with historical societies and associations.
- Ensure division rules are complete and current.

### Goal #3: BUILD POSITIVE AWARENESS OF AGENCY RESOURCES AND SERVICES

- Increase knowledge of agency resources.
- Offer outstanding public programming.

### PERFORMANCE MEASURES

- Administer the Scholar's Program and continue to expand the speaker series outside of the Santa Fe and Albuquerque area.
- Respond to 90% of research inquiries within two business days.
- Provide support to the cultural properties review committee in accordance with statutory responsibilities.
- Provide at least 15 presentations or publications on New Mexico history and culture and promote NewMexicoHistory.org.
- Continue development of NewMexicoHistory.org by contributing at least 10 articles and corresponding images, if applicable.
- Provide and participate in other outreach activities related to New Mexico history and culture, including New Mexico History Day.
- Provide support to the New Mexico Historical Advisory Board and administer its re-grant and educational programs.
- Provide technical support to FY16 awardees and to FY17 grant applicants.

## INFORMATION TECHNOLOGY MANAGEMENT DIVISION

### RESPONSIBILITY

The Information Technology Management Division provides a stable, innovative and cost effective information technology environment that is customer focused and user friendly.

### CUSTOMERS

The division's customers include the agency's five divisions and the customers they serve, other state agencies, the governor and legislature, the citizens of New Mexico, local and tribal governments and historical record repositories.

### SERVICES

The Information Technology Management Division manages all IT operations. This includes:

- Plan preparation;
- Budget preparation and oversight;
- Purchasing and procurement;
- Inventory control;
- Website management;
- LAN/WAN management;
- Application management;
- Database development and management; and
- IT support and maintenance including hardware and software installation, help desk support and user training.

### Goal #1: MANAGE, PRESERVE AND PROVIDE ACCESS TO RECORDS AND INFORMATION

- Address challenges of managing electronic records.
- Increase access and visibility of agency websites.
- Increase access to digitized records.

### Goal #2: ENHANCE EFFECTIVENESS OF THE AGENCY

- Provide a stable, up-to-date information technology environment, supportive of the agency's strategic and business needs.
- Provide staff with relevant and effective training opportunities.
- Measure and improve internal performance.

### Goal #3: BUILD POSITIVE AWARENESS OF AGENCY RESOURCES AND SERVICES

- Increase knowledge of agency resources.
- Offer effective training.

### PERFORMANCE MEASURES

- Provide on-going support for NewMexicoHistory.org.
- Provide on-going support for the agency internet/intranet nmcp.state.nm.us.
- Provide support for HERITAGE updates.
- Assist with digital archives repository storage solution.
- Provide hardware and software necessary for agency applications.
- Provide hardware, software, licensing and administration support for all agency HP-TRIM installations.
- Implement replacement schedule for hardware and software.
- Update IT plan for inclusion in the FY17 appropriation request.
- Staff will attend minimum of two trainings.
- Review help desk requests hourly and respond by e-mail, assign request to staff within two hours of request and review requests quarterly to identify systemic areas of improvement.
- Review and update agency website as requested by division directors and approved by state records administrator.
- Provide monthly and quarterly IT reports to the Department of Information Technology.

## COMMISSION OF PUBLIC RECORDS AND STATE RECORDS ADMINISTRATOR

### STATUTES: *Commission of Public Records*

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#### **NMSA 1978**

#### **Provisions**

|                |  |
|----------------|--|
| 14-3-4 NMSA    | Hire the administrator; approve the budget.  |
| 14-3-4 NMSA    | Adopt rules necessary to carry out the Public Records Act - e.g., record retention and disposition schedules (RRDS) and destruction of public records.   |
| 14-3-4 NMSA    | Resolve disputes over the disposition of public records.   |
| 14-3-4 NMSA    | Request agency appointments of records liaisons.   |
| 14-3-4 NMSA    | Report to the governor on operations, costs and effected savings.  |
| 14-3-5 NMSA    | Approve loan or donation of material to the state archives.  |
| 14-3-10 NMSA   | Resolve disagreements about the value of records between state agencies and the administrator.   |
| 14-3-14 NMSA   | Appoint advisory committees to study public records issues.  |
| 14-3-15 NMSA   | Adopt minimum standards for microphotography systems.  |
| 14-3-15.1 NMSA | Adopt procedures, schedules and technical standards for the retention of computer databases and rules governing the access to database information.  |
| 14-3-15.2 NMSA | Adopt standards for electronic signatures.   |
| 14-3-21 NMSA   | Adopt uniform standards for manuals of procedure, state agency rules (except session laws), and official reports (except budget).  |
| 14-3-22 NMSA   | Adopt rules setting uniform standards for state agency publications to minimize expenses; supervise such publications; report persistent violations to the secretary of the General Services Department. |
| 14-9A-5 NMSA   | Adopt standards to implement the Uniform Real Property Electronic Recording Act.   |

### STATUTES: *State Records Administrator*

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#### **NMSA 1978**

#### **Provisions**

|                   |  |
|-------------------|--|
| 12-1-2 NMSA seven | Serve on the New Mexico Compilation Commission as one of the commission's members.   |
| 14-1-7 NMSA       | Review and act on notices from county officials of their intent to destroy county records; claim the records if they are to be preserved.  |
| 14-3 NMSA         | Carry out the Public Records Act.  |
| 14-4 NMSA         | Carry out the State Rules Act.   |
| 14-3-6 NMSA       | Adopt and publish rules to carry out the purposes of the Public Records Act.   |
| 14-3-6 NMSA       | Report on activities of the agency to the Commission of Public Records including ongoing operations, projected operations and records transferred, destroyed or processed during the year. |

## RULES

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| <u>NMAC No.</u> | <u>Name</u>   |
|-----------------|---|
| 1.11.2 NMAC     | Real Property Electronic Recording  |
| 1.12.7 NMAC     | Electronic Authentication   |
| 1.13.1 NMAC     | General Provisions  |
| 1.13.2 NMAC     | Fees  |
| 1.13.5 NMAC     | New Mexico Historical Records Grant Program Guidelines  |
| 1.13.6 NMAC     | New Mexico Historical Records Scholarship Program Guidelines  |
| 1.13.70 NMAC    | Performance Guidelines for the Legal Acceptance of Public Records<br>Produced by Information Technology Systems |

*See also the rules listed in other functions of the agency.*

## ACTIVITIES AND TASKS

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| <u>Activity</u>   | <u>Tasks</u>  |
|---|---|
| <i>Administration of agency</i>                             | <ul style="list-style-type: none"><li>• Manage finances</li><li>• Manage human resources</li><li>• Provide information systems support</li><li>• Provide centralized mail services</li><li>• Provide centralized receiving</li><li>• Manage grant funds</li></ul> |
| <i>Manage and coordinate security and building services</i> | <ul style="list-style-type: none"><li>• Control access to facility</li><li>• Coordinate janitorial services</li><li>• Coordinate meeting room use</li></ul>   |
| <i>Strategic planning</i>                                   | <ul style="list-style-type: none"><li>• Develop a five-year plan and use it to manage the agency</li><li>• Review and update plan annually</li><li>• Monitor plan</li></ul>   |
| <i>Reporting</i>  | <ul style="list-style-type: none"><li>• Report to the governor</li><li>• Report to the commission</li><li>• Report to the DFA and the LFC<ul style="list-style-type: none"><li>- Annual action plan</li><li>- Performance measures</li></ul></li></ul>            |
| <i>Adopt and enforce rules</i>                              | <ul style="list-style-type: none"><li>• Carry out the Public Records Act</li><li>• Carry out the State Rules Act</li><li>• Support the activities of the the New Mexico Historical Records Advisory Board (NMHRAB)</li></ul>                                      |
| <i>Approve donations and loans</i>                          | <ul style="list-style-type: none"><li>• Accept private collections</li><li>• Approve loans of archival materials to other repositories</li></ul>  |
| <i>Outreach</i>   | <ul style="list-style-type: none"><li>• Provide records and archival management training</li><li>• Promote the agency and its programs</li></ul>  |
| <i>Appoint and serve on advisory boards</i>                 | <ul style="list-style-type: none"><li>• Chair (administrator) the NMHRAB</li><li>• Form special needs advisory boards or committee</li><li>• Serve on other committees and task forces relevant to agency operations when appointed</li></ul>                     |

# NEW MEXICO STATE ARCHIVES DIVISION

## STATUTES

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### NMSA 1978

### Provisions

|              |   |
|--------------|---|
| 1-22-17 NMSA | Maintain and preserve results of canvass of elections defined as permanent records and filed with the records center.   |
| 14-3-6 NMSA  | Establish a records management program for the efficient and economical management of public records - e.g., creation, utilization, maintenance, preservation and destruction.                                    |
| 14-3-7 NMSA  | Inspect and survey public records of state agencies.  |
| 14-3-8 NMSA  | Establish and operate a records center in Santa Fe that receives, stores and disposes of the inactive or infrequently used records of present and former state agencies.  |
| 14-3-9 NMSA  | Dispose of public records by agreement of the agency head, the official in charge of the records, the administrator, and the attorney general; disposition may include transfer to the records center (archives). |
| 14-3-13 NMSA | Protect public records by prescribing paper, ink, and other materials to be used for permanent records to ensure durability.  |
| 14-4-4 NMSA  | File copies of State agency publications, pamphlets, reports, notices, proclamations and similar instruments.   |

## FEDERAL REGULATIONS

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### Law

### Provisions

|             |   |
|-------------|---|
| 36 CFR 1253 | Place federal archival material in repositories outside the federal government through a formal program of affiliated archives. |
|-------------|---|

## RULES

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### NMAC No.

### Name

|              |   |
|--------------|---|
| 1.13.2 NMAC  | Fees  |
| 1.13.3 NMAC  | Management of Electronic Records                              |
| 1.13.5 NMAC  | New Mexico Historical Records Grant Program Guidelines        |
| 1.13.6 NMAC  | New Mexico Historical Records Scholarship Program Guidelines  |
| 1.13.11 NMAC | Access to Public Records, Research in the New Mexico Archives |
| 1.13.40 NMAC | Private Collection Development Policy                         |

## ACTIVITIES AND TASKS

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### Activity

### Tasks

Identify archival records

- Review RRDS
- Appraise records for possible accession
- Process accessioned records
- Accrete agency publications and brochures into agency collections

*Recover permanent records of state government*

- Identify state records held by organizations outside state government and request replevin of the records by the attorney general

*Accept donations of collections that fit within the commission's collection policy*

- Appraise proposed donations for fit
- Recommend approval or disapproval by the commission
- Accession donated material

*Preserve permanent records transferred or donated to the commission*

- Assure appropriate environmental storage conditions
- Secure collections
- Maintain collections
- Inventory archival collections annually

*Provide access to collections*

- Organize collections
- Create finding aids to collections
- Provide on-line access to collections
- Provide research room and reference assistance

*Effectively manage the state's permanent public records*

- Develop appropriate policies and procedures
- Oversee archival operations in state agencies

*Provide advice to local governments and non-profit historical record repositories*

- Provide advice on proper methods and techniques for preserving and facilitating access to permanent or historically significant records
- Consult with entities to resolve archival management problems

*Provide training in archival management methods and techniques*

- Train staff of archival repositories in state agencies
- Train local government employees
- Train staff of historical record repositories

*Serve as an affiliated archive for federal records*

- Maintain and provide access to surveyor general records
- Maintain and provide access to the records of the Court of Private Land Claims
- Maintain facilities according to standards issued by NARA

*Sell archival supplies, reproductions, and compilations*

- Sell containers
- Sell calendars and publications
- Sell duplicate photographs, maps and documents
- Sell microfilm copies of collections

## RECORDS MANAGEMENT DIVISION

### STATUTES

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#### NMSA 1978

#### Provisions

|                |   |
|----------------|---|
| 14-3-6 NMSA    | Establish standards, procedures and techniques for the effective management of public records, which may include: improvements to current records management practices, use of space, use of equipment and use of supplies.   |
| 14-3-6 NMSA    | Establish a records management program for the efficient and economical management of public records - e.g., creation, utilization, maintenance, preservation and destruction.  |
| 14-3-7 NMSA    | Inspect and survey public records of state agencies.  |
| 14-3-8 NMSA    | Establish and operate a records center in Santa Fe to receive, store, and dispose of the inactive or infrequently used records of present and former state agencies.  |
| 14-3-9 NMSA    | Dispose of public records by agreement of the agency head, the official in charge of the records, the administrator and the attorney general. Disposition may include retention by the agency on-site or in private facility, transfer to the records center (and for permanent records from there to the archives) or destruction. |
| 14-3-11 NMSA   | Properly destroy public records.  |
| 14-3-15.1 NMSA | Recommend procedures, schedules, and technical standards for the retention of computer databases and rules governing the access to database information or adoption by the commission.  |
| 14-3-15.2 NMSA | Recommend standards for electronic signatures on public records for adoption by the commission.   |
| 14-3-15.B NMSA | Review and approve purchases of new microphotography systems purchased by state agencies.   |
| 14-3-15.C NMSA | Recommend minimum standards for microfilming public records for adoption by the commission.   |
| 14-3-15.D NMSA | Establish and maintain an inventory of all microfilm equipment owned or leased by state agencies and arrange the transfer of equipment between agencies.  |
| 14-3-17 NMSA   | Review and approve existing microphotography systems used by state agencies.  |
| 14-3-19 NMSA   | Establish a revolving fund for the sale of microfilm supplies necessary for providing microfilm services.   |



## RULES

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| <u>NMAC No.</u>     | <u>Name</u>   |
|---------------------|---|
| 1.13.2 NMAC         | Fees  |
| 1.13.3 NMAC         | Management of Electronic Records  |
| 1.13.4 NMAC         | Records Management Requirements for Electronic Messaging  |
| 1.13.10 NMAC        | Records Custody, Access, Storage and Disposition  |
| 1.13.20 NMAC        | Storage of Disaster Recovery Backup Files at the State Commission of Public Records—State Records Center and Archives |
| 1.13.30 NMAC        | Destruction of Public Records and Non-records   |
| 1.14.2 NMAC         | Microphotography Systems, Microphotography Standards  |
| 1.14.3 NMAC         | Microphotography Equipment: Inventory and Transfer  |
| 1.15.2-9 NMAC       | General Records Retention and Disposition Schedules   |
| 1.16.112 NMAC       | Legislative Record Retention and Disposition Schedules, Legislative Finance Committee                                 |
| 1.17.1-205-264 NMAC | Judicial Records Retention and Disposition Schedules  |
| 1.18.1-305-980 NMAC | Executive Records Retention and Disposition Schedules   |
| 1.19.2-11 NMAC      | Local Government Records Retention and Disposition Schedules  |
| 1.20.2-3 NMAC       | Education Records Retention and Disposition Schedules   |
| 1.16.111 NMAC       | Legislative Record Retention and Disposition Schedules, Legislative Council Service                                   |
| 1.16.117 NMAC       | Legislative Record Retention and Disposition Schedules, Legislative School Study Committee                            |
| 1.16.119 NMAC       | Legislative Record Retention and Disposition Schedules, Legislative Maintenance                                       |

## ACTIVITIES AND TASKS

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### Activity

### Tasks

*Establish standards for efficient management of state agency records*

- Develop rules for implementing a records management program for state government.
- Develop Records Retention and Disposition Schedules (RRDS)
- Review agency compliance with rules
- Develop rules for implementing a records management program for state government.
- Review agency compliance with rules

*Dispose of public records and non-records*

- Review destruction notices and recommend action
- Transfer records to archives for permanent preservation
- Destroy records according to approved methods

*Advise local governments and historical record repositories*

- Advise entities of proper records management methods and techniques
- Consult with entity staff to solve records management problems

*Accept records into warehouse*

- Accept records for storage at state agency's request
- Inventory stored records

*Provide access to stored records*

- Control access to records
- Retrieve stored records
- Maintain chain of custody for records accessed while in storage

*Provide safe and secure storage for inactive records*

- Restrict handling
- Provide physical security for records (systems and procedures)
- Monitor temperature and humidity

*Sell storage supplies*

- Sell cubic foot, plan, and microfilm boxes

*Establish minimum standards for microfilming (film and image) public records*

- Issue microphotography standards
- Inspect film for compliance with standards
- Re-inspect film for degradation

*Review and recommend approval of microphotography systems*

- Review and recommend approval of microform systems
- Review and recommend approval of imaging systems

*Provide records and information management training*

- Train record liaison officers
- Train state employees, record keepers and custodians
- Train local government officials and employees
- Train microphotography program managers
- Train camera operators
- Train historical records repository staff

# NEW MEXICO HISTORICAL RECORDS ADVISORY BOARD

## FEDERAL LAW

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### Law

36 CFR 1206.38

### Provisions

National Archives and Records Administration, National Historic Publications and Records Commission (NHPRC) requires the appointment of a state board for participation in NHPRC's grant program and prescribes some of the activities of the board.

## RULES

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### NMAC No.

1.13.5 NMAC  
1.13.6 NMAC

### Name

New Mexico Historical Records Grant Program Guidelines  
New Mexico Historical Records Scholarship Program Guidelines

## ACTIVITIES AND TASKS

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### Activity

*Strategic plan - improve the condition of historical records*

*Conduct public meetings of the board*

*Reach out to historical record repositories*

*Promote history, archives and records management programs*

### Tasks

- Develop and monitor implementation of a five-year plan
- Update and review periodically

- Solicit public input for NMHRAB activities
- Hold majority of meetings outside Santa Fe

- Administer the New Mexico Historical Records Grant and Scholarship programs
- Recommend approval or disapproval of grant proposals to the NHPRC
- Assist repositories in applying for grant funds
- Identify needs of historical record repositories

- Fund training
- Fund projects to save, promote, or use historical records
- Fund projects that document history
- Promote archives and records management practices

## ADMINISTRATIVE LAW DIVISION

### STATUTES

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#### NMSA 1978

#### Provisions

|                          |   |
|--------------------------|---|
| 14-3-20 NMSA             | File interstate compacts with the records center; maintain the filing with an index.  |
| 14-3-21 NMSA             | Recommend uniform standards for: manuals of procedures, state agency rules (except session laws) and official reports (except budget) for adoption by the commission.   |
| 14-3-23 NMSA             | Review and order published manuals of policies and procedures;<br>Develop standards.  |
| 14-4-3 and 14-4-7.1 NMSA | Adopt rules prescribing style, format, and publication standards for rules promulgated by state agencies  |
| 14-4-5 NMSA              | File rules adopted by state agencies.   |
| 14-4-7 NMSA              | Prepare and publish a list and index of current rules.  |
| 14-4-7.1 NMSA            | Publish the <i>New Mexico Register</i> to include official publication of notices of rule making and adopted rules, summary of the text of executive orders or other material related to administrative law and practice. |
| 14-4-7.2 NMSA            | Create and have published an administrative code.   |
| 14-4-10 NMSA             | Prepare and publish list of publications for sale or issue by state agencies.   |
| 47-6-10.K-L NMSA         | File county subdivision ordinance or their amendments with the records center.  |

### RULES

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#### NMAC No.

#### Name

|              |  |
|--------------|--|
| 1.24.1 NMAC  | General Provisions                                   |
| 1.24.10 NMAC | New Mexico Administrative Code (NMAC)                |
| 1.24.11 NMAC | New Mexico Administrative Code Revisions             |
| 1.24.15 NMAC | New Mexico Register                                  |
| 1.24.20 NMAC | Emergency Rules                                      |
| 1.25.10 NMAC | Publications: Filing, Distribution, Format and Style |

## ACTIVITIES AND TASKS

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### Activity

### Tasks

*File rules*

- Review for style and format
- Accept and file rules

*Establish and enforce standards*

- Adopt rules governing style and format of rules
- Adopt standard for manuals of procedures
- Adopt standards for publications issued in paper

*Establish and enforce standards*

- Adopt standards for web-based publications
- Adopt rules governing publishing in the *New Mexico Register*
- Adopt rules governing filing of emergency rules
- Adopt rules governing compilation of agency rules

*Provide training*

- Train rule filers in style and format requirements
- Train state employees in the rule-making process

*Produce the New Mexico Register and the New Mexico Administrative Code*

- Provide electronic and hard-copy access to notices of rule making and adopted rules in the *New Mexico Register*
- Provide electronic access to current rules within a topical context
- Publish an index of current rules

*Maintain active rules collection*

- Accept rule filings
- Accession new rules or amendments
- Remove repealed rules and transfer to archival collection
- Provide access

*Maintain interstate compacts and county subdivision ordinance*

- Accept new filings
- Process into collection
- Index
- Provide access

## OFFICE OF THE STATE HISTORIAN

### STATUTES

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#### NMSA 1978

#### Provisions

|          |  |
|----------|--|
| 18-6-4.A | Serve on the Cultural Properties Review Committee as one of the committee's seven members.   |
| 18-6-5   | Take necessary (as a member of the Cultural Properties Review Committee) action to identify, protect and preserve cultural properties. |
| 18-6-14  | Serve as the state historian for purposes of the Cultural Properties Act.  |

### RULES

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#### NMAC No.

#### Name

|             |  |
|-------------|--|
| 1.13.7 NMAC | New Mexico Office of the State Historian Scholars Program                            |
| 1.13.8 NMAC | New Mexico Office of the State Historian Service Learning Student Internship Program |

### ACTIVITIES AND TASKS

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#### Activity

#### Tasks

|   |   |
|---|---|
| <i>Serve as the authority on New Mexico history</i>                   | <ul style="list-style-type: none"> <li>• Prepare history section of the <i>New Mexico Blue Book</i> published by the secretary of state</li> <li>• Serve on task forces or committees requiring historical authority</li> <li>• Conduct classes on New Mexico history</li> <li>• Consult with government agencies on topics related to New Mexico history</li> <li>• Provide reference assistance to patrons of the archives</li> </ul> |
| <i>Serve on Cultural Properties Review Committee</i>                  | <ul style="list-style-type: none"> <li>• Attend meetings of the committee</li> <li>• Prepare text for historical markers</li> <li>• Review nominations to state and federal registers of historical sites</li> </ul>  |
| <i>Conduct outreach</i>   | <ul style="list-style-type: none"> <li>• Conduct lectures</li> <li>• Conduct structured educational workshops</li> <li>• Participate in panel discussions</li> <li>• Make presentations</li> <li>• Participate in the New Mexico Historical Society</li> </ul>  |
| <i>Contribute to the public's understanding of New Mexico history</i> | <ul style="list-style-type: none"> <li>• Conduct scholarly research</li> <li>• Participate in professional conferences</li> <li>• Administer the New Mexico History Scholars Program.</li> <li>• Administer the New Mexico History Internship Program.</li> </ul>   |