

General Memorandum FY16-001

TO: Records Custodians, Chief Records Officers, and Records Liaison Officers

FROM: Linda M. Trujillo, State Records Administrator

DATE: September 22, 2015

SUBJECT: Storage of paper records at the State Records Centers

Effective immediately, the Records Management Division will no longer accept Electronic Storage Transmittal forms for the pre-approval of paper records storage. Electronic Storage Transmittal forms for microfilm will be processed as usual. As regularly scheduled destructions resume and additional space is created, records center staff will first notify those agencies that have already received their storage labels. This will be in effect for both the Santa Fe and Albuquerque records centers. These changes are necessary due to on-going space shortages at both locations.

Once the storage needs of those pre-approved agencies are met, the records center will issue a second call informing all other agencies of the opportunity to submit storage forms. Forms will be processed in the order they are received; however, preference will be given to those agencies whose records have a permanent retention. Agencies will be required to deliver those permanent records to the Santa Fe location as environmental conditions are better suited for these types of records. Shorter retention items will be stored at both the Albuquerque and the Santa Fe locations. Please note that records whose retention will be met within 36 months of the disposition trigger date will not be accepted at either location.

Historically, the records center has pre-approved forms and disseminated storage labels with the expectation that space would become available. Unfortunately, space has continued to be in short supply. We are now seeing those pre-approved boxes become eligible for destruction even before their arrival at the records center. In the current environment, this process has proven inefficient. Precious and limited resources are consumed as imports that were previously approved and added to the system are now having to be deleted and the documentation voided. Confusion on both the agency and record center side has also become an issue as records delivered for destruction arrive with storage labels. Suspending this pre-approval practice will eliminate these problems.

At present, we have been unsuccessful in acquiring capital outlay funds to expand our facilities. Should we acquire funding during the 2016 Legislative session, the expansion of the record center would still take several years to complete. Consequently, we encourage agencies to support us during the next 30-day session. In the interim, we suggest that you begin to examine other storage options to ensure your records are stored and maintained properly throughout their entire lifecycle. For additional information, please contact Crystal Wooldridge at 505-270-7388 or Emmanuel Rodriguez at 505-270-3095.

1205 Camino Carlos Rey | Santa Fe, NM 87507 | nmcpr.state.nm.us

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