**COMMISSION OF PUBLIC RECORDS**

**DIRECTOR’S REPORT**

**NOVEMBER 19, 2024**

**PERSONNEL UPDATE**

* **Vacancies**
* **Hires**

**BUDGET UPDATE**

* **FY25 Budget Balances**

**DIVISION HIGHLIGHTS**

* **ALD**
* **RMD**
* **ITMD**
* **SANM**
* **OSH**

**NEW MEXICO STATE RECORDS CENTER AND ARCHIVES STATISTICS**

**COMMISSION OF PUBLIC RECORDS**

**DIRECTOR’S REPORT**

 **NOVEMBER 19, 2024**

**PERSONNEL**

The agency has 9 vacancies out of 35 positions.  This places our vacancy rate at 26% percent.

**BUDGET**

**FY25 Budget**

As of November 1, 2024, our general fund balance in the 200 category was $2,015,474; the balance in the 300 category was $35,392; and the 400 category balance was $52,329.

**DIVISION HIGHLIGHTS**

**ALD**

During the first quarter of FY25, all rule updates to the *New Mexico Administrative Code* were published within 30 days. The rules were available online an average of 4 days after the effective date. In addition, 603 rulemaking actions, 46 notices of rulemaking, and 4 other matters related to administrative law were filed and published by the established deadlines. The ALD also provided 2 large group trainings to 16 people, as well as 9 individual trainings.

**RMD**

During the first quarter of FY25, the RMD provided 9 virtual records management and information trainings to 196 public employees. The division pulled and processed 360 boxes within 24 business hours. Also, 7,125 units of public records that met their legal retention were validated and processed. There were requests for destruction for 1,683 electronic records, and 5,442 boxes.

**ITMD**

In the first quarter of FY25, the ITMD continued updating the SRCA and OSH websites with meeting notices, agendas, and training schedules. The division responded to approximately 118 helpdesk requests within a 2-hour timeframe. In addition, the staff provided computer and software support to new employees.

**SANM**During the first quarter of FY25, SANM entered 6,644 descriptive records into HERITAGE. Included were records pertaining to driving while intoxicated and domestic violence cases in the Bernalillo Metropolitan Court Records (Collection No. 1999-029). In addition, SANM continued collaborating with Meow Wolf in preparations for an “Archives Bizarre” which occurred on October 28th, with 150 people in attendance.

**OSH**

In the fourth quarter of FY24, the state historian attended 3 meetings supporting the Cultural Properties Review Committee. OSH also received 226 research inquiries. All received responses within 2 business days and were provided full responses within 14 business days. The OSH staff also provided 19 educational activities including history, cultural, and Tertulia Histórica presentations.

**RECORDS CENTER ACTIVITIES: August 1, 2024 – October 31, 2024**

Record Center Stats:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of record transaction** | **Boxes brought in for Storage** | **Boxes withdrawn** | **Withdrawn Boxes Returned** | **Boxes Perm Withdrawn** | **Boxes transferred to Archives** | **Boxes destroyed in the Records Center (zapped).** | **Boxes brought in for Destruction** |
| **Agency Name** |   |   |   |   |   |   |   |
| Architects, New Mexico Board of Examiners for | 37 | 77 | 89 | 0 | 0 | 0 | 0 |
| Children Youth and Families Department | 90 | 69 | 32 | 0 | 0 | 0 | 87 |
| Corrections Department, New Mexico | 240 | 32 | 25 | 6 | 0 | 0 | 0 |
| Crime Victims Reparation Commission | 0 | 1 | 1 | 0 | 0 | 0 | 0 |
| Environment Department, New Mexico | 20 | 0 | 0 | 0 | 0 | 0 | 0 |
| Finance and Administration, Department of | 188 | 0 | 0 | 0 | 0 | 0 | 0 |
| Governor, Office of the | 6 | 1 | 1 | 0 | 0 | 0 | 0 |
| Health, New Mexico Department of | 104 | 12 | 12 | 0 | 0 | 0 | 0 |
| Human Services Department, New Mexico | 0 | 1 | 0 | 0 | 0 | 0 | 44 |
| Lieutenant Governor, Office of the | 0 | 0 | 0 | 0 | 0 | 0 | 102 |
| Livestock Board, New Mexico | 0 | 0 | 0 | 0 | 0 | 0 | 102 |
| Medical Board, New Mexico | 14 | 9 | 19 | 0 | 0 | 0 | 0 |
| Nursing, New Mexico Board of | 0 | 19 | 18 | 0 | 0 | 0 | 0 |
| Parole Board, New Mexico | 13 | 21 | 21 | 0 | 0 | 0 | 0 |
| Personnel Office, New Mexico State | 27 | 22 | 18 | 0 | 0 | 0 | 0 |
| Public Records, Commission of | 0 | 0 | 0 | 0 | 0 | 0 | 34 |
| Public Regulation Commission, New Mexico | 0 | 5 | 1 | 0 | 0 | 0 | 0 |
| Regulation and Licensing Department, New Mexico  | 27 | 5 | 6 | 0 | 0 | 0 | 11 |
| School for the Deaf,  New Mexico | 0 | 2 | 1 | 0 | 0 | 0 | 0 |
| Secretary of State, New Mexico  | 31 | 3 | 11 | 0 | 0 | 0 | 0 |
| Taxation and Revenue Department, New Mexico | 22 | 0 | 0 | 0 | 0 | 0 | 0 |
| Transportation, New Mexico Department of | 0 | 0 | 0 | 0 | 0 | 0 | 184 |
| **TOTAL EXECUTIVE AGENCIES** | **819** | **279** | **255** | **6** | **0** | **0** | **564** |
|   |   |   |   |   |   |   |   |
| **NON-EXECUTIVE AGENCIES** |   |   |   |   |   |   |   |
| District Attorney Offices | 0 | 1 | 3 | 0 | 0 | 0 | 0 |
| District Courts | 0 | 0 | 0 | 0 | 0 | 0 | 58 |
| Legislative Council Service, New Mexico | 25 | 5 | 3 | 0 | 0 | 0 | 0 |
| Legislative Finance Committee, New Mexico | 20 | 0 | 0 | 0 | 0 | 0 | 0 |
| Metropolitan Court, Bernalillo County | 0 | 41 | 36 | 0 | 0 | 0 | 323 |
| **TOTAL NON-EXECUTIVE AGENCIES** | **45** | **47** | **42** | **0** | **0** | **0** | **381** |
|   |   |   |   |   |   |   |   |
| **GRAND TOTAL** | **864** | **326** | **297** | **6** | **0** | **0** | **945** |

On-site Stats:

|  |  |
| --- | --- |
| **Agency** | **Number of Boxes** |
| Children, Youth & Families Department | 48 |
| Colleges/Universities | 469 |
| Counties | 1,203 |
| Department of Finance and Administration | 96 |
| Department of Game and Fish | 2 |
| Department of General Services | 21 |
| Department of Health | 82 |
| Department of Transportation | 167 |
| District Courts | 270 |
| Division of Vocational Rehabilitation | 48 |
| Energy, Minerals and Natural Resources Department | 36 |
| Health Care Authority | 2,163 |
| Military Affairs Department of | 56 |
| NM Early Childhood Education and Care Department | 56 |
| Public Defender | 256 |
| Public School Insurance Authority | 14 |
| Public Schools | 194 |
| Secretary of State | 1 |
| **Total** | **5,182** |
|   |   |
| **Agency** | **Number of E-Records** |
| Colleges/Universities | 3,834 |
| **Total** | **3,834** |
|   |   |
| **Agency** | **Number of Mixed Media** |
| Colleges/Universities | 194 |
| Counties | 284 |
| **Total** | **478** |
|   |   |
| **Grand Total** | **9,494** |

**STATE ARCHIVES OF NEW MEXICO ACTIVITIES: August 1, 2024 – October 31, 2024**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Collection Number and Title** | **Accession Number** | **Key** | **Accession Date** | **Source** |
| Collection 1976-025; Records of the United States Territorial and New Mexico District Courts for Guadalupe County | 2025-006 | 2025006 | 19-Aug-24 | Case Files |
| Collection 1974-020; Guadalupe County, N.M. Records | 2025-007 | 2025007 | 19-Aug-24 | New Mexico. Probate Court (Guadalupe County) |
| Collection 1971-005; New Mexico Legislative Council Service records | 2025-008 | 2025008 | 23-Sep-24 | New Mexico Senate Vargas, Diego de, 1643-1704 |
| Collection 1988-002; Fifteen Club Records | 2025-009 | 2025009 | 27-Sep-24 | Fifteen Club (Santa Fe, N.M.) |
| Collection 1988-052; New Mexico Jewish Historical Society collection | 2025-010 | 2025010 | 7-Oct-24 | New Mexico Jewish Historical Society |
| Collection 1959-036; New Mexico Commission of Public Records; New Mexico State Records Center and Archives | 2025-011 | 2025011 | 7-Oct-24 | Indian children -- Education |