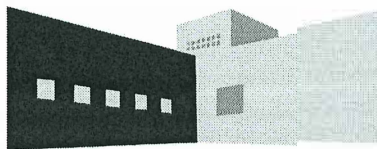


NEW MEXICO

State Records Center and Archives

COMMISSION OF PUBLIC RECORDS  
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September 1, 2024

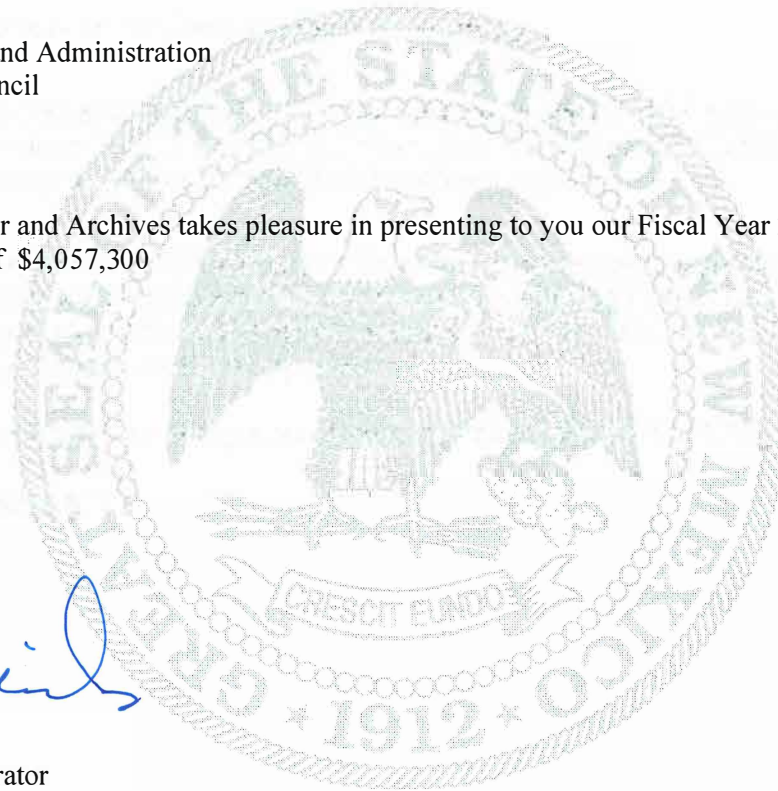
Department of Finance and Administration  
Legislative Finance Council

Dear DFA and LFC,

The State Records Center and Archives takes pleasure in presenting to you our Fiscal Year 2026 appropriation request in the amount of \$4,057,300

Sincerely,

Rick Hendricks, PhD  
State Records Administrator



1205 Camino Carlos Rey | Santa Fe, NM 87507 | [www.srca.nm.gov](http://www.srca.nm.gov)

Hon. Raúl Torrez  
*Attorney General*

Hon. Joseph Maestas  
*State Auditor*

Hon. Maggie Toulouse Oliver  
*Secretary of State*

Debra Garcia y Griego  
*Secretary, Dept. of Cultural Affairs*

Robert E. Doucette Jr.  
*Secretary, General Services Department*

Stephanie Wilson  
*Supreme Court Law Librarian*

Agency Name: New Mexico Commission of Public Records

Business Unit: 36900

**FY26 APPROPRIATION REQUEST  
CERTIFICATION  
FORM S-1**

*I hereby certify that the accompanying summary and detailed statements are true and correct to the best of my knowledge and belief and that the arithmetic accuracy of all numeric information has been verified.*

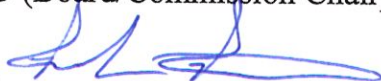
- Yes, this agency provides behavioral health services  
 No, this agency does not provide behavioral health services

Rick Hendricks, PhD   
AGENCY HEAD

State Records Administrator  
TITLE

Robert E. Doucette Jr.  
APPROVED (Board/Commission Chairperson)

Chairman  
TITLE

Ruben Rivera   
AGENCY CONTACT (CFO)

Chief Financial Officer  
TITLE

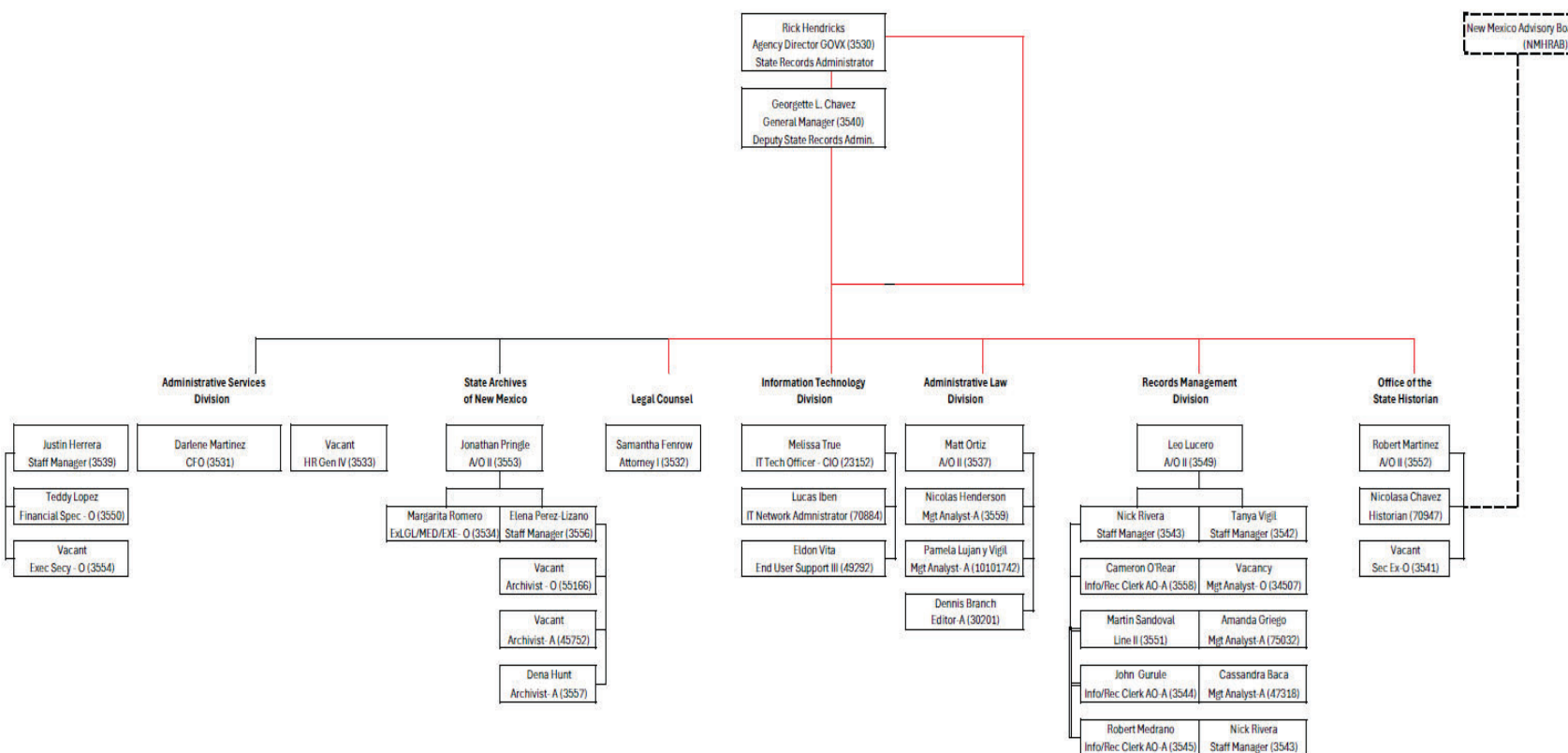
1205 Camino Carlos Rey, Santa Fe, NM 87507  
ADDRESS

505-476-7912  
PHONE NUMBER

*Note: Appropriation Requests for agencies headed by a board or commission must be approved by the board or commission by official action and signed by the chairperson. Operating Budgets of other agencies must be signed by the director or secretary. Appropriation Requests not properly signed will be returned.*

# **Organizational Chart (S-2)**

## APPROPRIATION REQUEST ORGANIZATION CHART FORM S-2



# **Financial Summary (S-8 thru S-13)**

S-8 Financial Summary

(Dollars in Thousands)

BU PCode Department  
36900 P641 000000

	2023-24 Opbud	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	Base	----- FY 2026 Agency Request ----- Expansion	Total
<b>REVENUE</b>							
111 General Fund Transfers	3,063.4	2,906.9	3,149.6	0.0	3,812.4	0.0	3,812.4
112 Other Transfers	0.0	156.5	0.0	0.0	0.0	0.0	0.0
120 Federal Revenues	15.3	13.0	40.0	0.0	40.0	0.0	40.0
130 Other Revenues	131.1	228.7	132.6	0.0	137.3	0.0	137.3
150 Fund Balance	55.2	0.1	122.5	0.0	67.6	0.0	67.6
<b>REVENUE, TRANSFERS</b>	<b>3,265.0</b>	<b>3,305.1</b>	<b>3,444.7</b>	<b>0.0</b>	<b>4,057.3</b>	<b>0.0</b>	<b>4,057.3</b>
<b>REVENUE</b>	<b>3,265.0</b>	<b>3,305.1</b>	<b>3,444.7</b>	<b>0.0</b>	<b>4,057.3</b>	<b>0.0</b>	<b>4,057.3</b>
<b>EXPENSE</b>							
200 Personal Services and Employee Benefits	2,838.5	2,671.4	2,924.7	3,740.5	3,536.6	0.0	3,536.6
300 Contractual services	68.0	57.4	115.0	0.0	116.7	0.0	116.7
400 Other	358.5	374.0	405.0	0.0	404.0	0.0	404.0
<b>EXPENDITURES</b>	<b>3,265.0</b>	<b>3,102.8</b>	<b>3,444.7</b>	<b>3,740.51</b>	<b>4,057.3</b>	<b>0.0</b>	<b>4,057.3</b>
<b>EXPENSE</b>	<b>3,265.0</b>	<b>3,102.8</b>	<b>3,444.7</b>	<b>3,740.51</b>	<b>4,057.3</b>	<b>0.0</b>	<b>4,057.3</b>
<b>FTE POSITIONS</b>							
810 Permanent	35.00	36.00	35.00	36.00	35.00	0.00	35.00
<b>FTEs</b>	<b>35.00</b>	<b>36.00</b>	<b>35.00</b>	<b>36.00</b>	<b>35.00</b>	<b>0.00</b>	<b>35.00</b>
<b>FTE POSITIONS</b>	<b>35.00</b>	<b>36.00</b>	<b>35.00</b>	<b>36.00</b>	<b>35.00</b>	<b>0.00</b>	<b>35.00</b>

BU PCode Department  
36900 P641 000000

**S-9 Account Code Revenue/Expenditure Summary**  
(Dollars in Thousands)

		2023-24	2023-24	2024-25	2025-26	----- FY 2026 Agency Request -----		
		Opbud	Actuals	Opbud	PCF Proj	Base	Expansion	Total
499105	General Fd. Appropriation	3,063.4	2,906.9	3,149.6	0.0	3,812.4	0.0	3,812.4
<b>111</b>	<b>General Fund Transfers</b>	<b>3,063.4</b>	<b>2,906.9</b>	<b>3,149.6</b>	<b>0.0</b>	<b>3,812.4</b>	<b>0.0</b>	<b>3,812.4</b>
499905	Other Financing Sources	0.0	156.5	0.0	0.0	0.0	0.0	0.0
<b>112</b>	<b>Other Transfers</b>	<b>0.0</b>	<b>156.5</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
451903	Federal Direct - Operating	15.3	0.0	40.0	0.0	40.0	0.0	40.0
451904	Federal Direct - Capital	0.0	13.0	0.0	0.0	0.0	0.0	0.0
<b>120</b>	<b>Federal Revenues</b>	<b>15.3</b>	<b>13.0</b>	<b>40.0</b>	<b>0.0</b>	<b>40.0</b>	<b>0.0</b>	<b>40.0</b>
422902	Other Fees	18.0	30.3	23.5	0.0	25.0	0.0	25.0
424302	Printing & Reproduction	0.7	0.2	0.5	0.0	0.4	0.0	0.4
424602	Sales	5.0	12.3	4.0	0.0	10.0	0.0	10.0
425202	Printing & Reproduction	1.0	0.9	2.0	0.0	1.5	0.0	1.5
425902	Other Services	0.2	0.0	0.1	0.0	0.1	0.0	0.1
431902	Other Publications	105.0	182.6	100.0	0.0	98.0	0.0	98.0
475101	Other Gifts & Grants	0.0	0.4	0.0	0.0	0.0	0.0	0.0
496902	Miscellaneous Revenue	1.2	2.0	2.5	0.0	2.3	0.0	2.3
<b>130</b>	<b>Other Revenues</b>	<b>131.1</b>	<b>228.7</b>	<b>132.6</b>	<b>0.0</b>	<b>137.3</b>	<b>0.0</b>	<b>137.3</b>
325900	Restricted FB - Gov	55.2	0.1	122.5	0.0	67.6	0.0	67.6
<b>150</b>	<b>Fund Balance</b>	<b>55.2</b>	<b>0.1</b>	<b>122.5</b>	<b>0.0</b>	<b>67.6</b>	<b>0.0</b>	<b>67.6</b>
<b>TOTAL REVENUE</b>		<b>3,265.0</b>	<b>3,305.1</b>	<b>3,444.7</b>	<b>0.0</b>	<b>4,057.3</b>	<b>0.0</b>	<b>4,057.3</b>
520100	Exempt Perm Positions P/T&F/T	100.3	111.6	105.6	126.9	126.9	0.0	126.9
520300	Classified Perm Positions F/T	1,918.9	1,776.2	1,984.5	2,327.8	2,335.8	0.0	2,335.8
520600	Paid Unused Sick Leave	0.0	1.8	0.0	0.0	0.0	0.0	0.0
520700	Overtime & Other Premium Pay	0.0	0.2	0.0	0.0	0.0	0.0	0.0
520800	Annl & Comp Paid At Separation	0.0	10.7	0.0	0.0	0.0	0.0	0.0
521100	Group Insurance Premium	305.8	215.4	316.7	587.5	351.4	0.0	351.4
521200	Retirement Contributions	309.4	363.2	325.7	493.0	470.9	0.0	470.9
521300	F I C A	137.3	137.2	144.5	152.2	187.3	0.0	187.3
521400	Workers' Comp Assessment Fee	0.3	0.3	0.3	0.0	0.4	0.0	0.4
521410	GSD Work Comp Insur Premium	5.8	6.1	5.8	0.0	0.4	0.0	0.4
521500	Unemployment Comp Premium	0.0	0.0	0.0	0.0	3.6	0.0	3.6
521600	Employee Liability Ins Premium	24.8	10.1	3.8	0.0	10.9	0.0	10.9
521700	RHC Act Contributions	35.9	37.8	37.8	53.3	49.0	0.0	49.0
523200	COVID Related Time Worked	0.0	0.9	0.0	0.0	0.0	0.0	0.0

BU PCode Department  
36900 P641 000000

**S-9 Account Code Revenue/Expenditure Summary**  
(Dollars in Thousands)

		2023-24 Opbud	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	----- FY 2026 Agency Request -----		
						Base	Expansion	Total
<b>200</b>	<b>Personal Services and Employee Bene</b>	<b>2,838.5</b>	<b>2,671.4</b>	<b>2,924.7</b>	<b>3,740.5</b>	<b>3,536.6</b>	<b>0.0</b>	<b>3,536.6</b>
535200	Professional Services	0.0	0.0	40.0	0.0	0.0	0.0	0.0
535209	Professional Svcs - Interagenc	0.0	14.8	0.0	0.0	0.0	0.0	0.0
535300	Other Services	50.0	23.2	57.0	0.0	97.0	0.0	97.0
535400	Audit Services	14.9	14.3	14.9	0.0	16.6	0.0	16.6
535600	IT Services	3.1	5.2	3.1	0.0	3.1	0.0	3.1
<b>300</b>	<b>Contractual services</b>	<b>68.0</b>	<b>57.4</b>	<b>115.0</b>	<b>0.0</b>	<b>116.7</b>	<b>0.0</b>	<b>116.7</b>
542800	State Transp Pool Charges	4.5	0.8	4.5	0.0	4.5	0.0	4.5
543200	Maint - Furn, Fixt, Equipment	10.0	1.1	10.0	0.0	10.0	0.0	10.0
543400	Maint - Property Insurance	0.1	0.1	0.1	0.0	0.0	0.0	0.0
543500	Maint - Supplies	5.0	0.0	5.0	0.0	5.0	0.0	5.0
543700	Maintenance Services	0.0	0.5	0.0	0.0	0.0	0.0	0.0
543820	Maintenance IT	3.2	10.3	3.2	0.0	3.2	0.0	3.2
543830	IT HW/SW Agreements	6.5	26.0	6.5	0.0	6.5	0.0	6.5
544000	Supply Inventory IT	26.5	25.9	26.5	0.0	26.5	0.0	26.5
544100	Supplies-Office Supplies	10.0	8.6	10.0	0.0	10.0	0.0	10.0
544700	Supplies-Clothing,Unifrms,Linen	1.0	0.8	1.0	0.0	1.0	0.0	1.0
544900	Supplies-Inventory Exempt	5.0	32.0	5.0	0.0	5.0	0.0	5.0
545700	ISD Services	14.2	14.9	14.2	0.0	18.5	0.0	18.5
545710	DOIT HCM Assessment Fees	11.5	11.5	11.5	0.0	12.6	0.0	12.6
545900	Printing & Photo Services	3.0	0.9	3.0	0.0	3.0	0.0	3.0
546100	Postage & Mail Services	0.4	0.2	0.4	0.0	0.4	0.0	0.4
546400	Rent Of Land & Buildings	149.0	149.0	149.0	0.0	149.0	0.0	149.0
546500	Rent Of Equipment	1.0	0.8	1.0	0.0	1.0	0.0	1.0
546600	Communications	0.0	1.1	0.0	0.0	0.0	0.0	0.0
546610	DOIT Telecommunications	37.3	30.2	37.3	0.0	31.0	0.0	31.0
546700	Subscriptions/Dues/License Fee	0.0	0.8	0.0	0.0	0.0	0.0	0.0
546800	Employee Training & Education	3.0	1.7	3.0	0.0	3.0	0.0	3.0
546900	Advertising	1.5	0.0	1.5	0.0	1.5	0.0	1.5
547400	Grants To Local Governments	15.3	0.0	0.0	0.0	0.0	0.0	0.0
547500	Purchases For Resale	20.0	0.0	20.0	0.0	20.0	0.0	20.0
547900	Miscellaneous Expense	25.0	1.4	86.8	0.0	36.6	0.0	36.6
547999	Request to Pay Prior Year	0.0	0.1	0.0	0.0	0.0	0.0	0.0
548300	Information Tech Equipment	0.0	42.5	0.0	0.0	50.2	0.0	50.2

**BU PCode Department**  
 36900 P641 000000

**S-9 Account Code Revenue/Expenditure Summary**  
 (Dollars in Thousands)

		2023-24	2023-24	2024-25	2025-26	----- FY 2026 Agency Request -----		
		Opbud	Actuals	Opbud	PCF Proj	Base	Expansion	Total
548400	Other Equipment	0.0	12.7	0.0	0.0	0.0	0.0	0.0
549600	Employee O/S Mileage & Fares	1.5	0.0	1.5	0.0	1.5	0.0	1.5
549700	Employee O/S Meals & Lodging	4.0	0.0	4.0	0.0	4.0	0.0	4.0
<b>400</b>	<b>Other</b>	<b>358.5</b>	<b>374.0</b>	<b>405.0</b>	<b>0.0</b>	<b>404.0</b>	<b>0.0</b>	<b>404.0</b>
<b>TOTAL EXPENSE</b>		<b>3,265.0</b>	<b>3,102.8</b>	<b>3,444.7</b>	<b>3,740.5</b>	<b>4,057.3</b>	<b>0.0</b>	<b>4,057.3</b>
810	Permanent	35.00	36.00	35.00	36.00	35.00	0.00	35.00
<b>810</b>	<b>Permanent</b>	<b>35.00</b>	<b>36.00</b>	<b>35.00</b>	<b>36.00</b>	<b>35.00</b>	<b>0.00</b>	<b>35.00</b>
<b>TOTAL FTE POSITIONS</b>		<b>35.00</b>	<b>36.00</b>	<b>35.00</b>	<b>36.00</b>	<b>35.00</b>	<b>0.00</b>	<b>35.00</b>

BU PCode Department  
 36900 P641 000000

**S-9 Account Code Revenue Summary**  
 (Dollars in Thousands)

	Provider PCode	2023-24 Opbud	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	----- FY 2026 Agency Request -----		
						Base	Expansion	Total
499105	General Fd. Appropriation	3,063.4	2,906.9	3,149.6	0.0	3,812.4	0.0	3,812.4
<b>111</b>	<b>General Fund Transfers</b>	<b>3,063.4</b>	<b>2,906.9</b>	<b>3,149.6</b>	<b>0.0</b>	<b>3,812.4</b>	<b>0.0</b>	<b>3,812.4</b>
499905	Other Financing Sources	0.0	156.5	0.0	0.0	0.0	0.0	0.0
<b>112</b>	<b>Other Transfers</b>	<b>0.0</b>	<b>156.5</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
451903	Federal Direct - Operating	15.3	0.0	40.0	0.0	40.0	0.0	40.0
451904	Federal Direct - Capital	0.0	13.0	0.0	0.0	0.0	0.0	0.0
<b>120</b>	<b>Federal Revenues</b>	<b>15.3</b>	<b>13.0</b>	<b>40.0</b>	<b>0.0</b>	<b>40.0</b>	<b>0.0</b>	<b>40.0</b>
422902	Other Fees	18.0	30.3	23.5	0.0	25.0	0.0	25.0
424302	Printing & Reproduction	0.7	0.2	0.5	0.0	0.4	0.0	0.4
424602	Sales	5.0	12.3	4.0	0.0	10.0	0.0	10.0
425202	Printing & Reproduction	1.0	0.9	2.0	0.0	1.5	0.0	1.5
425902	Other Services	0.2	0.0	0.1	0.0	0.1	0.0	0.1
431902	Other Publications	105.0	182.6	100.0	0.0	98.0	0.0	98.0
475101	Other Gifts & Grants	0.0	0.4	0.0	0.0	0.0	0.0	0.0
496902	Miscellaneous Revenue	1.2	2.0	2.5	0.0	2.3	0.0	2.3
<b>130</b>	<b>Other Revenues</b>	<b>131.1</b>	<b>228.7</b>	<b>132.6</b>	<b>0.0</b>	<b>137.3</b>	<b>0.0</b>	<b>137.3</b>
325900	Restricted FB - Gov	55.2	0.1	122.5	0.0	67.6	0.0	67.6
<b>150</b>	<b>Fund Balance</b>	<b>55.2</b>	<b>0.1</b>	<b>122.5</b>	<b>0.0</b>	<b>67.6</b>	<b>0.0</b>	<b>67.6</b>
<b>TOTAL REVENUE</b>		<b>3,265.0</b>	<b>3,305.1</b>	<b>3,444.7</b>	<b>0.0</b>	<b>4,057.3</b>	<b>0.0</b>	<b>4,057.3</b>

BU PCode Department  
36900 P641 000000

**S-9 Account Code Expenditure Summary**  
(Dollars in Thousands)

		2023-24	2023-24	2024-25	2025-26	----- FY 2026 Agency Request -----		
		Opbud	Actuals	Opbud	PCF Proj	Base	Expansion	Total
520100	Exempt Perm Positions P/T&F/T	100.3	111.6	105.6	126.9	126.9	0.0	126.9
520300	Classified Perm Positions F/T	1,918.9	1,776.2	1,984.5	2,327.8	2,335.8	0.0	2,335.8
520600	Paid Unused Sick Leave	0.0	1.8	0.0	0.0	0.0	0.0	0.0
520700	Overtime & Other Premium Pay	0.0	0.2	0.0	0.0	0.0	0.0	0.0
520800	Annl & Comp Paid At Separation	0.0	10.7	0.0	0.0	0.0	0.0	0.0
521100	Group Insurance Premium	305.8	215.4	316.7	587.5	351.4	0.0	351.4
521200	Retirement Contributions	309.4	363.2	325.7	493.0	470.9	0.0	470.9
521300	F I C A	137.3	137.2	144.5	152.2	187.3	0.0	187.3
521400	Workers' Comp Assessment Fee	0.3	0.3	0.3	0.0	0.4	0.0	0.4
521410	GSD Work Comp Insur Premium	5.8	6.1	5.8	0.0	0.4	0.0	0.4
521500	Unemployment Comp Premium	0.0	0.0	0.0	0.0	3.6	0.0	3.6
521600	Employee Liability Ins Premium	24.8	10.1	3.8	0.0	10.9	0.0	10.9
521700	RHC Act Contributions	35.9	37.8	37.8	53.3	49.0	0.0	49.0
523200	COVID Related Time Worked	0.0	0.9	0.0	0.0	0.0	0.0	0.0
<b>200</b>	<b>Personal Services and Employe</b>	<b>2,838.5</b>	<b>2,671.4</b>	<b>2,924.7</b>	<b>3,740.5</b>	<b>3,536.6</b>	<b>0.0</b>	<b>3,536.6</b>
535200	Professional Services	0.0	0.0	40.0	0.0	0.0	0.0	0.0
535209	Professional Svcs - Interagenc	0.0	14.8	0.0	0.0	0.0	0.0	0.0
535300	Other Services	50.0	23.2	57.0	0.0	97.0	0.0	97.0
535400	Audit Services	14.9	14.3	14.9	0.0	16.6	0.0	16.6
535600	IT Services	3.1	5.2	3.1	0.0	3.1	0.0	3.1
<b>300</b>	<b>Contractual services</b>	<b>68.0</b>	<b>57.4</b>	<b>115.0</b>	<b>0.0</b>	<b>116.7</b>	<b>0.0</b>	<b>116.7</b>
542800	State Transp Pool Charges	4.5	0.8	4.5	0.0	4.5	0.0	4.5
543200	Maint - Furn, Fixt, Equipment	10.0	1.1	10.0	0.0	10.0	0.0	10.0
543400	Maint - Property Insurance	0.1	0.1	0.1	0.0	0.0	0.0	0.0
543500	Maint - Supplies	5.0	0.0	5.0	0.0	5.0	0.0	5.0
543700	Maintenance Services	0.0	0.5	0.0	0.0	0.0	0.0	0.0
543820	Maintenance IT	3.2	10.3	3.2	0.0	3.2	0.0	3.2
543830	IT HW/SW Agreements	6.5	26.0	6.5	0.0	6.5	0.0	6.5
544000	Supply Inventory IT	26.5	25.9	26.5	0.0	26.5	0.0	26.5
544100	Supplies-Office Supplies	10.0	8.6	10.0	0.0	10.0	0.0	10.0
544700	Supplies-Clothing,Unifrms,Linen	1.0	0.8	1.0	0.0	1.0	0.0	1.0
544900	Supplies-Inventory Exempt	5.0	32.0	5.0	0.0	5.0	0.0	5.0
545700	ISD Services	14.2	14.9	14.2	0.0	18.5	0.0	18.5

BU PCode Department  
 36900 P641 000000

**S-9 Account Code Expenditure Summary**  
 (Dollars in Thousands)

		2023-24	2023-24	2024-25	2025-26	----- FY 2026 Agency Request -----		
		Opbud	Actuals	Opbud	PCF Proj	Base	Expansion	Total
545710	DOIT HCM Assessment Fees	11.5	11.5	11.5	0.0	12.6	0.0	12.6
545900	Printing & Photo Services	3.0	0.9	3.0	0.0	3.0	0.0	3.0
546100	Postage & Mail Services	0.4	0.2	0.4	0.0	0.4	0.0	0.4
546400	Rent Of Land & Buildings	149.0	149.0	149.0	0.0	149.0	0.0	149.0
546500	Rent Of Equipment	1.0	0.8	1.0	0.0	1.0	0.0	1.0
546600	Communications	0.0	1.1	0.0	0.0	0.0	0.0	0.0
546610	DOIT Telecommunications	37.3	30.2	37.3	0.0	31.0	0.0	31.0
546700	Subscriptions/Dues/License Fee	0.0	0.8	0.0	0.0	0.0	0.0	0.0
546800	Employee Training & Education	3.0	1.7	3.0	0.0	3.0	0.0	3.0
546900	Advertising	1.5	0.0	1.5	0.0	1.5	0.0	1.5
547400	Grants To Local Governments	15.3	0.0	0.0	0.0	0.0	0.0	0.0
547500	Purchases For Resale	20.0	0.0	20.0	0.0	20.0	0.0	20.0
547900	Miscellaneous Expense	25.0	1.4	86.8	0.0	36.6	0.0	36.6
547999	Request to Pay Prior Year	0.0	0.1	0.0	0.0	0.0	0.0	0.0
548300	Information Tech Equipment	0.0	42.5	0.0	0.0	50.2	0.0	50.2
548400	Other Equipment	0.0	12.7	0.0	0.0	0.0	0.0	0.0
549600	Employee O/S Mileage & Fares	1.5	0.0	1.5	0.0	1.5	0.0	1.5
549700	Employee O/S Meals & Lodging	4.0	0.0	4.0	0.0	4.0	0.0	4.0
<b>400</b>	<b>Other</b>	<b>358.5</b>	<b>374.0</b>	<b>405.0</b>	<b>0.0</b>	<b>404.0</b>	<b>0.0</b>	<b>404.0</b>
<b>TOTAL EXPENSE</b>		<b>3,265.0</b>	<b>3,102.8</b>	<b>3,444.7</b>	<b>3,740.51</b>	<b>4,057.3</b>	<b>0.0</b>	<b>4,057.3</b>

# APPROPRIATION REQUEST

## FORM S-10 FUND BALANCE PROJECTION

*(In Whole Dollars)*

Agency: <u>State Commission of Public Records</u>	Business Unit: <u>36900</u>
Fund Name: <u>State Commission-Public Recd</u>	Fund Number: <u>37100</u>
Legal Auth. <u>Section 14-3-8.1 NMSA 1978</u>	

**BEGINNING BALANCE**

Unreserved, undesignated fund balance (not cash balance) from SHARE NMS006GL Balance Sheet Report at close of FY24	411,400
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**ADJUSTMENTS**

**Add:**

Interfund receivables, accounts receivables, and other assets not reflected in fund balance from FCD Reports at close of FY24	0
Other (explain in detail)	0

**Deduct:**

Liabilities not reflected in FCD Reports at close of FY24	0
Fund balance designated by law for future expenditure (non-reverting funds)	0
Amount due to State General Fund or other fund designated by statute	0
Other (explain in detail)	0
FY24 revision not reflected in liabilities	0

<b>Total Adjustments</b>	0
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<b>ADJUSTED UNRESERVED, UNDESIGNATED FUND BALANCE at close of FY24</b>	411,400
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**Add:**

Projected revenue/sources (less fund balance budgeted) for FY25	160,000
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**Deduct:**

Projected total expenditures for FY25	(255,100)
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<b>ADJUSTED UNRESERVED/UNDESIGNATED FUND BALANCE at close of FY25</b>	316,300
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**Add:**

Projected revenue/sources (less fund balance requested) for FY26	160,000
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**Deduct:**

Total expenditures budgeted in appropriation request	(204,900)
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<b>ADJUSTED UNRESERVED/UNDESIGNATED FUND BALANCE at close of FY26</b>	271,400
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State of New Mexico

S-13 Line Items by Business Unit Expenditures

(Dollars in Thousands)

BusUnit	Line Item	2023-24	2024-25	Request		Recommendation		Opbud			
		Actuals	Opbud	Base	Expansion	Base	Expansion				
36900	P641-R	Records, Information, and Archi	520100	Exempt Perm Positions P/T&F/T	111.63	105.6	126.9	0	0	0	0.0
			520300	Classified Perm Positions F/T	1,776.15	1,984.5	2,335.8	0	0	0	0.0
			520600	Paid Unused Sick Leave	1.78	0	0	0	0	0	0.0
			520700	Overtime & Other Premium Pay	0.19	0	0	0	0	0	0.0
			520800	Annl & Comp Paid At Separation	10.65	0	0	0	0	0	0.0
			521100	Group Insurance Premium	215.42	316.7	351.4	0	0	0	0.0
			521200	Retirement Contributions	363.21	325.7	470.9	0	0	0	0.0
			521300	F I C A	137.22	144.5	187.3	0	0	0	0.0
			521400	Workers' Comp Assessment Fee	0.26	0.3	0.4	0	0	0	0.0
			521410	GSD Work Comp Insur Premium	6.09	5.8	0.4	0	0	0	0.0
			521500	Unemployment Comp Premium	0	0	3.6	0	0	0	0.0
			521600	Employee Liability Ins Premium	10.11	3.8	10.9	0	0	0	0.0
			521700	RHC Act Contributions	37.77	37.8	49	0	0	0	0.0
			523200	COVID Related Time Worked	0.89	0	0	0	0	0	0.0
			535200	Professional Services	0	40	0	0	0	0	0.0
			535209	Professional Svcs - Interagenc	14.84	0	0	0	0	0	0.0
			535300	Other Services	23.17	57	97	0	0	0	0.0
			535400	Audit Services	14.26	14.9	16.6	0	0	0	0.0
			535600	IT Services	5.16	3.1	3.1	0	0	0	0.0
			542800	State Transp Pool Charges	0.77	4.5	4.5	0	0	0	0.0
			543200	Maint - Furn, Fixt, Equipment	1.11	10	10	0	0	0	0.0
			543400	Maint - Property Insurance	0.11	0.1	0	0	0	0	0.0
			543500	Maint - Supplies	0	5	5	0	0	0	0.0
			543700	Maintenance Services	0.47	0	0	0	0	0	0.0
			543820	Maintenance IT	10.27	3.2	3.2	0	0	0	0.0
			543830	IT HW/SW Agreements	26.04	6.5	6.5	0	0	0	0.0
			544000	Supply Inventory IT	25.9	26.5	26.5	0	0	0	0.0
			544100	Supplies-Office Supplies	8.64	10	10	0	0	0	0.0
			544700	Supplies-Clothng,Unifrms,Linen	0.82	1	1	0	0	0	0.0
			544900	Supplies-Inventory Exempt	31.98	5	5	0	0	0	0.0
			545700	ISD Services	14.91	14.2	18.5	0	0	0	0.0
			545710	DOIT HCM Assessment Fees	11.48	11.5	12.6	0	0	0	0.0

State of New Mexico

**S-13 Line Items by Business Unit Expenditures**

(Dollars in Thousands)

545900	Printing & Photo Services	0.91	3	3	0	0	0	0.0
546100	Postage & Mail Services	0.17	0.4	0.4	0	0	0	0.0
546400	Rent Of Land & Buildings	148.99	149	149	0	0	0	0.0
546500	Rent Of Equipment	0.83	1	1	0	0	0	0.0
546600	Communications	1.14	0	0	0	0	0	0.0
546610	DOIT Telecommunications	30.16	37.3	31	0	0	0	0.0
546700	Subscriptions/Dues/License Fee	0.82	0	0	0	0	0	0.0
546800	Employee Training & Education	1.7	3	3	0	0	0	0.0
546900	Advertising	0	1.5	1.5	0	0	0	0.0
547500	Purchases For Resale	0	20	20	0	0	0	0.0
547900	Miscellaneous Expense	1.39	86.8	36.6	0	0	0	0.0
547999	Request to Pay Prior Year	0.12	0	0	0	0	0	0.0
548300	Information Tech Equipment	42.54	0	50.2	0	0	0	0.0
548400	Other Equipment	12.75	0	0	0	0	0	0.0
549600	Employee O/S Mileage & Fares	0	1.5	1.5	0	0	0	0.0
549700	Employee O/S Meals & Lodging	0	4	4	0	0	0	0.0
<b>Subtotal for:</b>	<b>36900 P641-R Records, Information, and Archi</b>	<b>3,102.83</b>	<b>3,444.7</b>	<b>4,057.3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>36900</b>		<b>3,102.83</b>	<b>3,444.7</b>	<b>4,057.3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>

**Totals by Line Item**

BusUnit	Line Item	2023-24	2024-25	Request		Recommendation		Opbud
		Actuals	Opbud	Base	Expansion	Base	Expansion	
36900	520100 Exempt Perm Positions P/T&F/T	111.63	105.6	126.9	0	0	0	0.0
	520300 Classified Perm Positions F/T	1,776.15	1,984.5	2,335.8	0	0	0	0.0
	520600 Paid Unused Sick Leave	1.78	0	0	0	0	0	0.0
	520700 Overtime & Other Premium Pay	0.19	0	0	0	0	0	0.0
	520800 Annl & Comp Paid At Separation	10.65	0	0	0	0	0	0.0
	521100 Group Insurance Premium	215.42	316.7	351.4	0	0	0	0.0
	521200 Retirement Contributions	363.21	325.7	470.9	0	0	0	0.0
	521300 F I C A	137.22	144.5	187.3	0	0	0	0.0
	521400 Workers' Comp Assessment Fee	0.26	0.3	0.4	0	0	0	0.0

State of New Mexico

**S-13 Line Items by Business Unit Expenditures**

(Dollars in Thousands)

521410	GSD Work Comp Insur Premium	6.09	5.8	0.4	0	0	0	0.0
521500	Unemployment Comp Premium	0	0	3.6	0	0	0	0.0
521600	Employee Liability Ins Premium	10.11	3.8	10.9	0	0	0	0.0
521700	RHC Act Contributions	37.77	37.8	49	0	0	0	0.0
523200	COVID Related Time Worked	0.89	0	0	0	0	0	0.0
535200	Professional Services	0	40	0	0	0	0	0.0
535209	Professional Svcs - Interagenc	14.84	0	0	0	0	0	0.0
535300	Other Services	23.17	57	97	0	0	0	0.0
535400	Audit Services	14.26	14.9	16.6	0	0	0	0.0
535600	IT Services	5.16	3.1	3.1	0	0	0	0.0
542800	State Transp Pool Charges	0.77	4.5	4.5	0	0	0	0.0
543200	Maint - Furn, Fixt, Equipment	1.11	10	10	0	0	0	0.0
543400	Maint - Property Insurance	0.11	0.1	0	0	0	0	0.0
543500	Maint - Supplies	0	5	5	0	0	0	0.0
543700	Maintenance Services	0.47	0	0	0	0	0	0.0
543820	Maintenance IT	10.27	3.2	3.2	0	0	0	0.0
543830	IT HW/SW Agreements	26.04	6.5	6.5	0	0	0	0.0
544000	Supply Inventory IT	25.9	26.5	26.5	0	0	0	0.0
544100	Supplies-Office Supplies	8.64	10	10	0	0	0	0.0
544700	Supplies-Clothng,Unifrms,Linen	0.82	1	1	0	0	0	0.0
544900	Supplies-Inventory Exempt	31.98	5	5	0	0	0	0.0
545700	ISD Services	14.91	14.2	18.5	0	0	0	0.0
545710	DOIT HCM Assessment Fees	11.48	11.5	12.6	0	0	0	0.0
545900	Printing & Photo Services	0.91	3	3	0	0	0	0.0
546100	Postage & Mail Services	0.17	0.4	0.4	0	0	0	0.0
546400	Rent Of Land & Buildings	148.99	149	149	0	0	0	0.0
546500	Rent Of Equipment	0.83	1	1	0	0	0	0.0
546600	Communications	1.14	0	0	0	0	0	0.0
546610	DOIT Telecommunications	30.16	37.3	31	0	0	0	0.0
546700	Subscriptions/Dues/License Fee	0.82	0	0	0	0	0	0.0
546800	Employee Training & Education	1.7	3	3	0	0	0	0.0

State of New Mexico

**S-13 Line Items by Business Unit Expenditures**

(Dollars in Thousands)

<b>546900</b>	<b>Advertising</b>	0	1.5	1.5	0	0	0	0.0
<b>547500</b>	<b>Purchases For Resale</b>	0	20	20	0	0	0	0.0
<b>547900</b>	<b>Miscellaneous Expense</b>	1.39	86.8	36.6	0	0	0	0.0
<b>547999</b>	<b>Request to Pay Prior Year</b>	0.12	0	0	0	0	0	0.0
<b>548300</b>	<b>Information Tech Equipment</b>	42.54	0	50.2	0	0	0	0.0
<b>548400</b>	<b>Other Equipment</b>	12.75	0	0	0	0	0	0.0
<b>549600</b>	<b>Employee O/S Mileage &amp; Fares</b>	0	1.5	1.5	0	0	0	0.0
<b>549700</b>	<b>Employee O/S Meals &amp; Lodging</b>	0	4	4	0	0	0	0.0
<b>Grand Total</b>		<b>3,102.83</b>	<b>3,444.7</b>	<b>4,057.3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>

# **Program Narrative (P-1)**

**Program Description:** Records, information, and archival management

**Major Issues and Accomplishments:**

Three major issues affect the agency's service levels: a shortage of space, staff, and general fund budget. The agency currently lacks sufficient space with the environmental resources to meet its statutory responsibilities. Despite efforts to maximize space, the SANM vault is over capacity, so records with permanent, historical value will remain in the custody of the originating agencies, which are also facing space shortages.

Although SANM is exploring temporary solutions, the consequences of not expanding the archives are significant and affect agency budgets across the state. In the future, there will be increased reliance on electronic records, however, an ever-growing number of paper records will continue to be produced. Most agencies have never had to allocate funds for permanent records storage and are examining their options. Some agencies will spend precious budgetary resources to contract with private storage facilities. These facilities not only charge for storage, but they also charge significantly more for records retrieval. For those who cannot afford secure, reliable, and reputable storage companies, they have begun to store records in basements and in outside storage units. This practice places New Mexico's records at risk for loss by vermin, insects, fire, and flooding. Other agencies are stacking boxes in offices and hallways creating health, safety, and fire hazards. Closets and supply rooms are also becoming mini storage facilities. The previous Fire/Life Safety Specialist for General Service Department (GSD), Facilities Management Division, Andres Martinez, informed the agency of the many code violations throughout state buildings that are due to inadequate records storage. These conditions place state agencies at risk for lawsuits as responding to Inspection of Public Records Act (IPRA) requests becomes more difficult due to poor records management practices and the lack of available space to transfer permanent records to the archives. With added space, legal custody of these records and responsibility of responding to IPRA requests would be transferred to the State Archives of New Mexico (SANM).

Achieving a full complement of staff remains a challenge but is critical in meeting the overall mission of the agency. Without archivists, for example, the State Archives of New Mexico does not have adequate support to maintain, preserve, and provide access to the permanent public records of New Mexico state government that are entrusted to its care. Due to these staff shortages, the reference room began operating on an appointment basis instead of continuing to be available to walk-in patrons. Agency management analyst vacancies affect the RMD's ability to perform all of its responsibilities. At present, the division has two analysts doing the work of four, which may result in diminished service to state agencies and fewer training opportunities for state employees on proper records and information management.

Positions in these two divisions require employees with special skills who are not interested in jobs for the salaries this agency can responsibly offer considering our current budget. In addition, SRCA has a difficult time retaining employees for the same reason.

The third major issue affecting SRCA is the shortage of general fund budget. The Department of Information Technology (DoIT) is requiring continuous upgrades on an annual basis to address the rise in cybersecurity threats and meet compliance standards. Additional budget is required in the coming years as vulnerabilities are identified.

Due to insufficient general funds, SRCA has been covering a portion of operating expenses out of the agency's revolving fund which has reduced the fund balance considerably. In addition, the impact of inflation on the day-to-day costs to operate the agency has increased.

**Accomplishments**

In FY16 the State Records Center and Archives adopted the Functional Records Retention and Disposition Schedule. In FY24, the RMD exceeded its performance measure of the number of trainings it provided to educate employees on the proper management of public records in compliance with the Public Records Act, including

P-1 Program Overview

BU PCode  
36900 P641

functional scheduling. By the close of the fiscal year, staff had conducted 33 online trainings with 594 individuals in attendance.

During FY24 SANM staff provided knowledgeable assistance while responding to 993 on/off-site requests. The SANM staff also participated in multiple outreach activities to promote public access to the archives. In addition, the division continued to protect and preserve permanent public records by completing the environmental quality report, as well as the annual inventory at the close of the year.

In FY24 the grants administrator for the NMHRAB oversaw a mini-grant cycle that provided three small grants to New Mexico communities and organizations to facilitate their records management and archival programs. In addition, the Office of the State Historian conducted 61 educational, research, preservation, and community outreach activities.

During the year, the ALD staff consulted 132 times with agencies regarding all aspects of rulemaking, and all issues of the New Mexico Register were published by the established deadlines. Approximately 875 rulemaking actions, 149 notices of rulemaking, and 19 other matters related to administrative law were filed and published by the established deadlines. In addition, the division also provided 86 online rulemaking trainings.

Overview of Request:

BU36900  
FUND 17900--  
200 \$3,536.6  
300 \$76.7  
400 \$199.1

FUND 20850  
200 \$0  
300 \$40.0  
400 \$0

FUND 37100  
200 \$0  
300 \$0  
400 \$204.9

Programmatic Changes:

Not applicable.

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**Base Budget Justification:** BU 36900  
State Records Center and Archives  
Justification to Fund FY26 General Fund Base Increase

200 A base budget net increase of \$611,600 is respectfully requested to fill agency vacancies and provide salary increases to staff. These positions require employees with special skills and education who are not interested in jobs for the salaries this agency can responsibly offer, considering our current budget. In addition, SRCA has a difficult time retaining employees with these skills for the same reason.

300 A total base budget net increase of \$1,700 is respectfully requested to reflect increases in fixed rates.

400 A total base budget net increase of \$49,200 is respectfully requested to replace servers that are reaching end of life and will be vulnerable to cybersecurity threats in FY26. This is part of our ongoing efforts to meet Department of Information Technology compliance standards.

## REV EXP COMPARISON

(Dollars in Thousands)

### 36900 - State Commission of Public Records

#### P641 - Records, Information, and Archival Management

	General Fund	Other Funds	Other Transfers	Federal Funds	Total
<b>SOURCES Totals</b>	<b>3,812.4</b>	<b>204.9</b>	<b>0.0</b>	<b>40.0</b>	<b>4,057.3</b>
Personal Services and Employee Benefits	3,536.6	0.0	0.0	0.0	3,536.6
Contractual services	76.7	0.0	0.0	40.0	116.7
Other	199.1	204.9	0.0	0.0	404
<b>USES Total:</b>	<b>3,812.4</b>	<b>204.9</b>	<b>0.0</b>	<b>40.0</b>	<b>4,057.3</b>
<b>Net:</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

Detail of Federal Funds Revenue (numbers in thousands)

Agency: NM Commission of Public Records  
 BU: 36900  
 Program: Records, Information, and Archival Management  
 Program Code: P641

FUND	REVENUE ACCOUNT	GRANT NAME	MATCH RATIO	EXP. DATE	TOTAL GRANT AMOUNT	FY24 ACTUALS	FY25 OPBUD	FY26 REQUEST		TOTAL
								BASE	EXPANSION	
20850	535300	National Historical Publications & Record Grants	25	6/30/2026	40,000.0	13,020.0	40,000.0	40,000.0		40,000.0
										0.0
										0.0
										0.0
										0.0
										0.0
										0.0
										0.0
										0.0
										0.0
										0.0
										0.0
										0.0
										0.0
										0.0
										0.0
										0.0
										0.0
TOTALS						13,019.98	40,000.00	40,000.00	0.00	40,000.00

**P-Code Detail/  
Contract by P-Code  
(E4 & E5)**

Fund	Account		2023-24	2024-25	2025-26	FY 2026 Agency Request				Justification	
			Actuals	Opbud	PCF Proj	GF	OSF	ISF/IAT	FF		Total
00000	520300	Classified Perm Positions F/T	0.0	0.0	214.35	0.0	0.0	0.0	0.0	0.0	
00000	521100	Group Insurance Premium	0.0	0.0	58.91	0.0	0.0	0.0	0.0	0.0	
00000	521200	Retirement Contributions	0.0	0.0	61.94	0.0	0.0	0.0	0.0	0.0	
00000	521300	F I C A	0.0	0.0	13.29	0.0	0.0	0.0	0.0	0.0	
00000	521700	RHC Act Contributions	0.0	0.0	7.51	0.0	0.0	0.0	0.0	0.0	
17900	520100	Exempt Perm Positions P/T&F/T	111.6	105.6	126.86	126.9	0.0	0.0	0.0	126.9	Requested amount is from E Forms - BFM calculation (1 FTE)
17900	520300	Classified Perm Positions F/T	1,776.2	1,984.5	2,113.41	2,320.4	0.0	0.0	0.0	2,320.4	Requested amount is from E Forms - BFM calculation (34 FTE)
17900	520600	Paid Unused Sick Leave	1.8	0.0	0	0.0	0.0	0.0	0.0	0.0	
17900	520700	Overtime & Other Premium Pay	0.2	0.0	0	0.0	0.0	0.0	0.0	0.0	
17900	520800	Annl & Comp Paid At Separation	10.7	0.0	0	0.0	0.0	0.0	0.0	0.0	
17900	521100	Group Insurance Premium	215.4	316.7	528.57	351.4	0.0	0.0	0.0	351.4	Requested amount is from E Forms - BFM calculation
17900	521200	Retirement Contributions	363.2	325.7	431.03	470.9	0.0	0.0	0.0	470.9	Requested amount is from E Forms - BFM calculation
17900	521300	F I C A	137.2	144.5	138.9	187.3	0.0	0.0	0.0	187.3	Requested amount is from E Forms - BFM calculation
17900	521400	Workers' Comp Assessment Fee	0.3	0.3	0	0.4	0.0	0.0	0.0	0.4	Amount requested is directed to be consistent with the published schedule. If an alternative amount is being requested, a justification must be provided.
17900	521410	GSD Work Comp Insur Premium	6.1	5.8	0	5.8	0.0	0.0	0.0	5.8	Amount requested is directed to be consistent with the published schedule. If an alternative amount is being requested, a justification must be provided.
17900	521500	Unemployment Comp Premium	0.0	0.0	0	3.6	0.0	0.0	0.0	3.6	Amount requested is directed to be consistent with the published schedule. If an alternative amount is being requested, a justification must be provided.
17900	521600	Employee Liability Ins Premium	10.1	3.8	0	20.9	0.0	0.0	0.0	20.9	Amount requested is directed to be consistent with the published schedule. If an alternative amount is being requested, a justification must be provided.
17900	521700	RHC Act Contributions	37.8	37.8	45.74	49.0	0.0	0.0	0.0	49.0	Requested amount is from E Forms - BFM calculation
17900	523200	COVID Related Time Worked	0.9	0.0	0	0.0	0.0	0.0	0.0	0.0	
	<b>200</b>	<b>Personal Services and Employee Bene</b>	<b>2,671.4</b>	<b>2,924.7</b>	<b>3,740.51</b>	<b>3,536.6</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>3,536.6</b>	

BU PCode  
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**F4 PCode Detail**  
(Dollars in Thousands)

Fund	Account		2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	FY 2026 Agency Request				Total	Justification
						GF	OSF	ISF/IAT	FF		
17900	543400	Maint - Property Insurance	0.1	0.1	0	0.0	0.0	0.0	0.0	0.0	0.0 Amount requested is directed to be consistent with the published schedule. If an alternative amount is being requested, a justification must be provided..
17900	543830	IT HW/SW Agreements	19.7	0.0	0	0.0	0.0	0.0	0.0	0.0	
17900	544000	Supply Inventory IT	24.0	0.0	0	0.0	0.0	0.0	0.0	0.0	
17900	544100	Supplies-Office Supplies	7.5	0.0	0	0.0	0.0	0.0	0.0	0.0	
17900	544700	Supplies-Clothng,Unifrms,Linen	0.8	0.0	0	0.0	0.0	0.0	0.0	0.0	
17900	544900	Supplies-Inventory Exempt	31.8	0.0	0	0.0	0.0	0.0	0.0	0.0	
17900	545700	ISD Services	13.7	14.2	0	18.5	0.0	0.0	0.0	0.0	18.5 Amount requested is directed to be consistent with the published schedule. If an alternative amount is being requested, a justification must be provided.
17900	545710	DOIT HCM Assessment Fees	11.5	11.5	0	12.6	0.0	0.0	0.0	0.0	12.6 Amount requested is directed to be consistent with the published schedule. If an alternative amount is being requested, a justification must be provided.
17900	546400	Rent Of Land & Buildings	99.0	86.8	0	86.8	0.0	0.0	0.0	0.0	86.8 Amount requested is for rent of Albuquerque Records Center (year 10 of 15-year lease).
17900	546610	DOIT Telecommunications	27.7	37.3	0	31.0	0.0	0.0	0.0	0.0	31.0 Amount requested is directed to be consistent with the published schedule. This amont includes costs for infrastructure and annual fees to increase the speed in which staff are able access to the agency network for the Albuquerque Records Center.
17900	546800	Employee Training & Education	0.7	0.0	0	0.0	0.0	0.0	0.0	0.0	
17900	547900	Miscellaneous Expense	1.0	0.0	0	0.0	0.0	0.0	0.0	0.0	
17900	548300	Information Tech Equipment	35.4	0.0	0	50.2	0.0	0.0	0.0	0.0	50.2 Amount requested is for two Dell PowerEdge R450 Servers, one Dell ME5024 Storage Array, and one Dell EMC ME412 Storage Expansion Enclosure.
17900	548400	Other Equipment	12.7	0.0	0	0.0	0.0	0.0	0.0	0.0	
37100	542800	State Transp Pool Charges	0.8	4.5	0	0.0	4.5	0.0	0.0	0.0	4.5 Amount requested is for agency staff for the rental of a mid-size vehicle for daily runs, to provide regional statewide trainings for state agencies and local governments in proper records and information management and records retention and disposition schedules and to conduct surveys to ensure record classifications are up-to-date and accurately reflect state agency needs and processes.

BU PCode  
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**F4 PCode Detail**  
(Dollars in Thousands)

Fund	Account		2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	FY 2026 Agency Request				Total	Justification
						GF	OSF	ISF/IAT	FF		
37100	543200	Maint - Furn, Fixt, Equipment	1.1	10.0	0	0.0	10.0	0.0	0.0	10.0	Service to repair or clean copy machines, microfilm duplicator machines, microfilm processor machines; ArchiveWriter COM; Electric Pallet Jacks; Conveyor Belts; Hydraulic Lift; Spacesaver Shelving
37100	543500	Maint - Supplies	0.0	5.0	0	0.0	5.0	0.0	0.0	5.0	Amount requested is for supplies for the Records Center and Archives. Amount requested is for miscellaneous cleaning supplies for micrographics (e.g., liquid soap, paper towels, batteries, scrub pads, glass cleaner, hand vacuum supplies, multipurpose cleaner, latex gloves, etc.). Cleaning supplies and safety equipment are used by the staff in microfilm production, cleaning of equipment and staff safety.
37100	543700	Maintenance Services	0.5	0.0	0	0.0	0.0	0.0	0.0	0.0	
37100	543820	Maintenance IT	10.3	3.2	0	0.0	3.2	0.0	0.0	3.2	Amount requested is for the maintenance of agency microfilm machines.
37100	543830	IT HW/SW Agreements	6.3	6.5	0	0.0	6.5	0.0	0.0	6.5	Amount requested is for the agency's archival Heritage software agreement.
37100	544000	Supply Inventory IT	1.9	26.5	0	0.0	26.5	0.0	0.0	26.5	Amount requested conforms to the replacement/update schedule in the Agency's IT Plan and includes basic IT supplies (cartridges, DVDs, etc.). Additionally, the Department of Information Technology (DoIT) requires continuous upgrades annually to address cybersecurity threats and meet compliance standards. Additional budget is required as vulnerabilities are identified.
37100	544100	Supplies-Office Supplies	1.1	10.0	0	0.0	10.0	0.0	0.0	10.0	Amount requested includes supplies for the following: production of the NM Register, archival quality acid free storage containers and preservation quality labels, microfilm and photocopier toners, microfilm reels, film, storage boxes and labels, developer supplies, labels for records storage boxes and photocopy paper for the agency. The remainder is for general office supplies and miscellaneous other supplies.
37100	544700	Supplies-Clothng,Unifrms,Linen	0.0	1.0	0	0.0	1.0	0.0	0.0	1.0	Amount requested includes safety clothing for records center and archives staff (e.g., steel toe boots, safety belts, gloves, etc.).

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**F4 PCode Detail**  
(Dollars in Thousands)

Fund	Account	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	FY 2026 Agency Request				Total	Justification	
					GF	OSF	ISF/IAT	FF			
37100	544900	Supplies-Inventory Exempt	0.2	5.0	0	0.0	5.0	0.0	0.0	5.0	Amount requested is for purchasing equipment to maintain national standard. As an affiliate archives of the National Archives and Records Administration (NARA) and the keeper of loaned national records, the agency must meet national archives standards, including those related to environmental standards (NARA conducts a physical audit annually). Additional items may also include items in the records centers and an archives division that are necessary for maintaining the functionality of those areas (pellet jacks, ladders, environmental sensors, etc.). The request is also to purchase a pallet jack for the Albuquerque Records Center. The current pallet jack is well over 10 years old and is required to transfer boxes of records for storage or destruction.
37100	545700	ISD Services	1.2	0.0	0	0.0	0.0	0.0	0.0	0.0	
37100	545900	Printing & Photo Services	0.9	3.0	0	0.0	3.0	0.0	0.0	3.0	Amount requested includes printing costs for the following: the NM Register (printed twice monthly as mandated by statute), which is also available on-line, but a few organizations still want hard copies; the agency annual report, which is also limited in production and available on-line; employee business cards; and the Archives Month posters used to promote Archives Week and encourage interest in NM history.
37100	546100	Postage & Mail Services	0.2	0.4	0	0.0	0.4	0.0	0.0	0.4	Amount requested is for the following postage needs: general agency, ABQ records center, parcel delivery between Santa Fe and ABQ records centers, priority mailing for NMHRAB grantees, hard copies of the NM Register and literature to promote Archives Month.
37100	546400	Rent Of Land & Buildings	50.0	62.2	0	0.0	62.2	0.0	0.0	62.2	Amount requested is for rent of Albuquerque Records Center (year 10 of 15-year lease).
37100	546500	Rent Of Equipment	0.8	1.0	0	0.0	1.0	0.0	0.0	1.0	Amount requested is for the lease of postage meter machine.
37100	546600	Communications	1.1	0.0	0	0.0	0.0	0.0	0.0	0.0	
37100	546610	DOIT Telecommunications	2.5	0.0	0	0.0	0.0	0.0	0.0	0.0	
37100	546700	Subscriptions/Dues/License Fee	0.8	0.0	0	0.0	0.0	0.0	0.0	0.0	

BU PCode  
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**F4 PCode Detail**  
(Dollars in Thousands)

Fund	Account	2023-24 Actuals	2024-25 Opbud	2025-26 PCF Proj	FY 2026 Agency Request				Total	Justification	
					GF	OSF	ISF/IAT	FF			
37100	546800	Employee Training & Education	1.0	3.0	0	0.0	3.0	0.0	0.0	3.0	The SRCA emphasizes participation in professional organizations and conferences as a means of ensuring staff stay abreast of professional developments in their respective fields. This is particularly important since staff provide training and guidance to other state agencies and local/tribal governments.
37100	546900	Advertising	0.0	1.5	0	0.0	1.5	0.0	0.0	1.5	By law, the SRCA must publish notices of hearings and proposed rule making as well as adopted rules in the NM Register. Request covers the costs for publishing in the NM Register for the Commission and NMHRAB notices of rule making and adopted rules.
37100	547500	Purchases For Resale	0.0	20.0	0	0.0	20.0	0.0	0.0	20.0	Amount requested is for purchasing items for resale and items directly used in the production of resale items. The agency is authorized in statute (Section 14-3-19 NMSA 1978) to purchase items for resale and to sell goods and services. The funds from the sale of goods and services is deposited in the revolving fund. Resale includes: storage boxes, archival supplies, microfilm, copies in various formats of public records, etc. The agency also provides microfilming and other services. These items are necessary for the agency to generate revenue to support related activities.
37100	547900	Miscellaneous Expense	0.4	86.8	0	0.0	36.6	0.0	0.0	36.6	Amount requested is the fee for the disposal of public records in alternate media (formats such as microform, electronic, etc.). Also includes luggage, tips and other miscellaneous travel expenses.
37100	547999	Request to Pay Prior Year	0.1	0.0	0	0.0	0.0	0.0	0.0	0.0	
37100	548300	Information Tech Equipment	7.2	0.0	0	0.0	0.0	0.0	0.0	0.0	
37100	549600	Employee O/S Mileage & Fares	0.0	1.5	0	0.0	1.5	0.0	0.0	1.5	SRCA emphasizes participation in professional organizations; particularly important since staff provide training and guidance to other state agencies and local/tribal governments. Request includes airfare, ground transportation and tips to attend conference/trainings.
37100	549700	Employee O/S Meals & Lodging	0.0	4.0	0	0.0	4.0	0.0	0.0	4.0	Funding requested is for meals and lodging associated with conference attendance.
	400	Other	374.0	405.0	0	199.1	204.9	0.0	0.0	404.0	
<b>TOTAL EXPENSE</b>			<b>3,045.4</b>	<b>3,329.7</b>		<b>3,735.7</b>	<b>204.9</b>	<b>0.0</b>	<b>0.0</b>	<b>3,940.6</b>	



BU PCode  
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**Contract by PCode Detail**  
(Dollars in Thousands)

Fund	Account	#	Contract Purpose	Actuals	FY 2026 Agency Request				Total	Justification
					GF	OSF	ISF/IAT	FF		
17900	535209	Professional Svcs - Interagen	1000	14.8	0.0	0.0	0.0	0.0	0.0	
17900	535300	Other Services	1000	9.6	57.0	0.0	0.0	0.0	57.0	Amount requested is for security services for one full-time security guard.
17900	535400	Audit Services	1000	Annual Audit	14.3	16.6	0.0	0.0	0.0	16.6 Amount requested is directed to be consistent with the published schedule. If an alternative amount is being requested, a justification must be provided.
17900	535600	IT Services	1000	IT Upgrades	5.2	3.1	0.0	0.0	0.0	3.1 Amount requested is for the agency's website hosting and archival Heritage software hosting.
20850	535200	Professional Services	1000	Historical Related Projects	0.0	0.0	0.0	0.0	0.0	
20850	535300	Other Services	1000	Historical Related Projects	13.0	0.0	0.0	0.0	40.0	40.0 Amount requested is for the NMHRAB grant recipients.
37100	535300	Other Services	1000		0.5	0.0	0.0	0.0	0.0	
<b>TOTAL EXPENSE</b>				<b>57.4</b>	<b>76.7</b>	<b>0.0</b>	<b>0.0</b>	<b>40.0</b>	<b>116.7</b>	

# **Annual Performance Report**

# DFA Performance Based Budgeting Data System

## Annual Performance Report

**Agency: 36900 State Commission of Public Records**

**Program: P641 Records, Information, and Archival Management**

The purpose of the records, information and archival management program is to develop, implement and provide tools, methodologies and services for use by, and for the benefit of, government agencies, historical record repositories and the public so the state can effectively create, preserve, protect and properly dispose of records, facilitate their use and understanding and protect the interests of the citizens of New Mexico.

Performance Measures:		2023-24 Target	2023-24 Result	Met Target	Year End Result Narrative
Outcome	Number of agency educational, research, preservation and community outreach activities that foster and facilitate an appreciation and understanding of New Mexico history and culture	177	61	No	SRCA exceeded this performance measure in FY23. The Office of the State Historian conducted in person and virtual outreach activities.
Outcome	Number of days to compile and post all rules onto the New Mexico Administrative Code website from their effective date	30	5	Yes	SRCA exceeded this performance measure target by posting all rules onto the New Mexico Administrative Code website within an average of 5 days of their effective date.
Outcome	Number of records described and made available online via a descriptive finding aid to support law enforcement, attorneys, the courts and the public	8,000	0	No	Old performance measure.
Outcome	Number of state employee trainings on filing and publishing notices of rulemaking and rules in compliance with the State Rules Act	24	86	Yes	SRCA exceeded this performance measure target for FY23. Training sessions are conducted virtually.
Outcome	Number of trainings offered to state employees on the proper management of public records in compliance with the Public Records Act	24	33	Yes	SRCA exceeded this performance measure target for FY24. Training sessions were conducted virtually.
Outcome	Percent of requests by records custodians to access public records stored in the records center within twenty-four business hours and percent of requests to access archival holdings within two hours of on-site request, adhering to any applicable laws	100%	100%	Yes	SRCA has met this performance measure for FY24.
Output	Number of permanent records rehoused, described, or reproduced to be made accessible to the public and other key stakeholders representing the judicial, legislative, and executive branches of state government.	0	14,213	Yes	SRCA exceeded this performance measure for FY24.

# **Table-2**

## **PMS**

## Performance Measures Summary

**P641** Records, Information, and Archival Management

**Purpose:** The purpose of the records, information and archival management program is to develop, implement and provide tools, methodologies and services for use by, and for the benefit of, government agencies, historical record repositories and the public so the state can effectively create, preserve, protect and properly dispose of records, facilitate their use and understanding and protect the interests of the citizens of New Mexico.

Performance Measures:		2022-23 Actual	2023-24 Actual	2024-25 Budget	2025-26 Request	2025-26 Recomm
Output	Number of permanent records rehoused, described, or reproduced to be made accessible to the public and other key stakeholders representing the judicial, legislative, and executive branches of state government.	New	14,213	6,500	8,000	
Outcome	Number of trainings offered to state employees on the proper management of public records in compliance with the Public Records Act	31	33	24	24	
Outcome	Number of state employee trainings on filing and publishing notices of rulemaking and rules in compliance with the State Rules Act	39	86	24	24	
Outcome	Number of agency educational, research, preservation and community outreach activities that foster and facilitate an appreciation and understanding of New Mexico history and culture	118	61	50	50	
Outcome	Number of days to compile and post all rules onto the New Mexico Administrative Code website from their effective date	5	5	30	30	
Outcome	Number of records described and made available online via a descriptive finding aid to support law enforcement, attorneys, the courts and the public	1,879	Discont	8,000	Discont	
Outcome	Percent of requests by records custodians to access public records stored in the records center within twenty-four business hours and percent of requests to access archival holdings within two hours of on-site request, adhering to any applicable laws	100%	100%	100%	100%	

# **Strategic Plan**



**STRATEGIC PLAN**  
**FISCAL YEAR 2024-2028**  
**FY26 Annual Performance Measures**

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## 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:

- Administrative Services Division
- State Archives of New Mexico
- Records Management Division

- Administrative Law Division
- Office of the State Historian
- Information Technology Management Division

Our VALUES reflect the staff's long-standing commitment to public service, openness, and protection of the records we hold in trust.

- **Honesty**
- **Excellence**
- **Accountability**
- **Respect**
- **Teamwork**

Our VISION for the SRCA is to be the state's leading resource on matters relating to records and archives management, information governance, administrative law, and New Mexico history.

Our MISSION is to strengthen democracy, protect citizens' rights, and promote government accountability by:

- Preserving, protecting, and facilitating access to public records that are held in trust for the people of New Mexico.
- Ensuring rules promulgated by state agencies are filed and published as prescribed in law and are accessible;
- Advocating for an understanding and appreciation of New Mexico history; and
- Developing records and information management programs for state agencies.

## MESSAGE FROM THE STATE RECORDS ADMINISTRATOR

The State Records Center and Archives (SRCA) serves New Mexico by ensuring the proper management and protection of public records. This mandate includes making records accessible to the public for legal purposes and historical research. This service is vital to the preservation of democracy, which relies on access to public records to document and defend the rights of the people.

Through the administration of the Public Records Act, the State Rules Act and by participation in the Cultural Properties Act, the SRCA provides the following key services to the public:

- Development of efficient and effective records management programs and assisting with the proper disposition of public records;
- Collecting, preserving, and making available to the public and all branches of government, permanent public records, historical documents, photographs, and other material that contributes to an understanding of New Mexico history;
- Serving as the filing point for rules promulgated by executive-branch agencies, for interstate compacts, and for county subdivision regulations;
- Managing, preserving, and making available to the public filed rules, notices, and other instruments;
- Advancing an understanding and appreciation of New Mexico's history and culture through interpretive research, outreach, educational programming, presentations, and publication; and
- Serving on the Cultural Properties Review Committee, reviewing proposals for the preservation of cultural properties to protect and enhance structures, sites, and objects of historical significance within the state.

In fulfilling our statutory obligations to New Mexico's citizenry, SRCA aims to provide outstanding customer service in a timely and professional manner. Therefore, we have developed the following five-year strategic plan for fiscal years 2024-2028 and annual performance measures for fiscal year 2026.

The year 2024 was a time of profound change for SRCA. Two long-time agency stalwarts retired after almost two decades of service. We initiated the process of replacing the state archive's proprietary collection management platform with a cost-effective, open-source program that will give us compatibility with the other major research repositories and university archives in New Mexico. This change promises to make our important collections even more accessible.

Rick Hendricks, PhD  
State Records Administrator

## 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/or 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. Measures are considered on schedule during the year if they have been completed in conformance with the target or if sufficient progress has been made or there is sufficient time remaining to conclude 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 2026 LEGISLATIVE PERFORMANCE MEASURES

Number of state employee trainings on filing and publishing a notice of rulemaking and rules in compliance with the State Rules Act. Target: 24

#### **Additional FY26 Performance Measures Required**

Number of trainings offered to state employees on the proper management of public records in compliance with the Public Records Act. Target: 24

Number of permanent records rehoused, described, or reproduced to be made accessible to the public and other key stakeholders (representing the judicial, legislative, and executive branches of state government). Target: 8,000

Number of agency educational, research, preservation, and community outreach activities that foster and facilitate an appreciation and understanding of New Mexico history and culture. Target: 50

Number of days to compile and post all rules onto the New Mexico Administrative Code website from their effective date. Target: 30

Percent of requests by records custodians for access to public records in the records center within 24 business hours and percent of requests to access archival holdings within two hours of on-site request, adhering to any applicable laws. Target: 100%

# ADMINISTRATIVE SERVICES DIVISION

## RESPONSIBILITY

The Administrative Services Division (ASD) provides support services to the program divisions of the agency. Division services include budget, personnel, procurement, accounting, facilities management, security coordination, and federal grant reporting. The state records administrator (SRA) is the director of the agency and provides overall direction and management. The SRA is responsible for the administration of the Public Records Act and the State Rules Act, as well as portions of other statutes. The deputy serves in the absence of the SRA. The deputy oversees the Administrative Services Division to include the accounting and human resources. In addition, the deputy supervises all agency matters related to the Carruthers Building. The chief financial officer manages all funds allocated to the agency and strives for maximum accountability of those funds. The bureau chief administers the agency's personnel services.

## CUSTOMERS

Customers include the CPR, the agency's the other 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;
- Managing and coordinating security and building services;
- Strategic planning;
- Reporting;
- Adopting and enforcing rules;
- Approving donations and loans;
- Providing outreach; and
- Serving on advisory boards.

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

- Administer the Public Records Act and State Rules Act.
- Chair the New Mexico Historical Records Advisory Board.
- Assist with grant management.

## Goal #2: ENHANCE EFFECTIVENESS OF AGENCY

- Familiarize employees with strategic plan to ensure its implementation.
- Maintain and develop a highly trained and motivated workforce.
- Ensure fiscal responsibility for transparency and accountability.
- Update agency rules and policies as necessary.

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

- Develop and implement an annual legislative strategy.
- Identify stakeholders and develop relationships.
- Improve agency's website.
- Increase awareness of the agency's mission and services.

## PERFORMANCE MEASURES

- Meet all contractual NHPRC grant requirements.
- Complete and submit the fiscal year budget appropriation request by deadline.
- Satisfy all financial control and reporting requirements.
- Develop an agency outreach plan.

## RESPONSIBILITY

The State Archives is the center archives of New Mexico state government. The division 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. Finding aids that describe collections and some digital images are available via HERITAGE, the online catalog. The division offers reference assistance on-site, by telephone, mail, or e-mail.

## CUSTOMERS

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

## SERVICES

- Identify archival records;
- Identify permanent records of state government;
- Accept donations of personal papers and collections that fit within the 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 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 delivery of service to customers.
- Ensure division rules and policies are complete and current.
- Identify and seek funding to support program functions.

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

- Provide public outreach.
- Use agency branding material to increase the division's presence, visibility, and public knowledge of services available.
- Identify stakeholders and develop relationships.

## PERFORMANCE MEASURES

- Number of permanent records rehoused, described, or reproduced to be made accessible to the public and other key stakeholders (representing the judicial, legislative, and executive branches of state government.
- Monitor, remediate, and report on environmental conditions of archival holdings to ensure the long-term preservation of historical records.
- Organize and promote annual archives event to increase public awareness.
- Track the number of on-site visitors and the number of off-site requests.
- Complete an annual inventory of archival holdings.

# RECORDS MANAGEMENT DIVISION

## RESPONSIBILITY

The Records Management Division assists government agencies with the development of efficient and effective records management programs by recommending rules for records management. The division requires state agencies to appoint a chief records officer and records liaison officers to whom it provides training on basic and intermediate records management topics. In addition, the division handles the transfer and storage of records at two records center facilities. It reviews microphotography plans to ensure microphotography systems produce legible images. Also, it inspects microfilm for government entities. The division establishes rules for electronic records management and assists agencies with the proper disposition of records, serving as a resource on records management.

## CUSTOMERS

Customers include the CPR, the agency's other 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

- Establish standards for efficient management of state agency records;
- Proper disposition of public records and non-records;
- Advise local governments and historical record repositories;
- Provide access to stored records;
- Provide safe and secure storage for inactive records in records center;
- 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.
- Address challenges of managing electronic records.
- Update Functional Records Retention and Disposition Schedules (FRRDS).

## Goal #2: ENHANCE EFFECTIVENESS OF THE AGENCY

- Evaluate quality of customer service.
- Promote team building within the division.
- Ensure division rules, policies, and procedures are complete and current.

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

- Improve agency website.
- Offer effective records management training.
- Identify stakeholders and develop relationships.

## PERFORMANCE MEASURES

- Manage the Central Electronic Records Repository (CERR).
- Provide a minimum of 24 trainings related to proper records and information management.
- Validate and process 100% of public records boxes that have met their retention.
- Identify grants for RIM training for employees.

# 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 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 about the requirements for filing and publishing and answers questions from individuals and groups interested in regulatory material filed.

Division staff maintains and preserves all regulatory material filed until the material is repealed or otherwise determined no longer valid (at which time it is transferred to the State Archives) and ensure open and public access to the material.

## CUSTOMERS

Customers include the CPR, the agency's other 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;
- Maintain active rules collection;
- Maintain interstate compacts and county subdivision regulations; and
- Assist state agencies with all aspects of the rulemaking process.

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

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

## Goal #2: ENHANCE EFFECTIVENESS OF THE AGENCY

- Improve rule filing process.
- Ensure division rules, policies, and procedures are complete and current.
- Publish current rules on website.

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

- Assist state agencies with all aspects of rulemaking to conform to current NMAC style and format.
- Identify stakeholders and develop relationships.

## PERFORMANCE MEASURES

- File rules and interstate compacts within two days of receipt.
- Publish the submittal deadlines and publication dates for the New Mexico Register by the established January deadline.
- Publish the *New Mexico Register* 24 times per year as required by law.
- Prepare and proof annual index by the third issue of the *New Mexico Register*.
- Compile and post all rules onto the NMAC website within 30 days of their effective date.

# OFFICE OF THE STATE HISTORIAN

## RESPONSIBILITY

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

## CUSTOMERS

Customers include the CPR, the agency's other 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

- Serve as an authority on New Mexico history;
- Serve on the 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

- Conduct and disseminate original research on New Mexico history.
- Provide professional consultation, research reports, and educational activities.
- Improve agency website.

## Goal #2: ENHANCE EFFECTIVENESS OF THE AGENCY

- Collaborate with historical societies and associations.
- Ensure division rules, policies, and procedures are complete and current.
- Identify and seek funding to support program functions.

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

- Increase awareness of agency resources.
- Offer outstanding public programming.
- Identify stakeholders and develop relationships.

## PERFORMANCE MEASURES

- Serve on and provide support to the Cultural Properties Review Committee.
- Acknowledge research inquiries within 2 business days of receipt and provide full response within 14 days.
- Provide at least 25 educational activities on New Mexico history and culture, including lectures, publications, and original articles posted to [newmexicohistory.org](http://newmexicohistory.org).
- Participate in National History Day.
- Serve as deputy chair and provide support to the New Mexico Historical Records Advisory Board and administer its regrant and educational programs.
- Apply for one grant supporting the preservation of history.

# 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

Customers include the agency's other five divisions and the customers they serve 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, 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

## 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, well-funded, 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 by effectively managing the agency help desk.

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

- Increase awareness of agency resources.
- Offer technical guidance to agency staff.

## PERFORMANCE MEASURES

- Provide on-going support for agency websites and applications.
- Assist with digital archives repository storage solution.
- Provide hardware, software, licensing, and administrative support for all HP Records Manager installations.
- Support the Centralized Electronic Records Repository.
- Update IT plan for inclusion in the budget appropriation request.
- 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.
- Collaborate with divisions to identify and apply for grant funding.

# IT Plan



**Fiscal Year 2026**  
**New Mexico State Records Center**  
**IT STRATEGIC PLAN**  
**September 3, 2024**

**Melissa True**  
**Chief Information Officer**

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# EXECUTIVE SUMMARY

[The executive summary provides the reader with highlights of your plan. It should be no more than two pages long and include:

- Opening statement describing your agency’s purpose;
- Agency priorities and how information technology (IT) is directing resources and/or undertaking projects to support those priorities;
- Identify any major change in priority or direction from prior year;
- Key IT accomplishments, goals and concerns or challenges.]

## I. AGENCY OVERVIEW

### A. AGENCY MISSION

The mission of SRCA is to:

- Preserve, protect, and providing access to public records that are held in trust for the people of New Mexico;
- ensure state agency rules are promulgated, filed, and published as prescribed by law to promote public access;
- increase the public’s knowledge of and appreciation for New Mexico’s history and cultural resources; and
- develop records and information management programs for governmental agencies as prescribed by law.

### B. AGENCY GOALS

The strategic goals of SRCA are to:

- manage, preserve, and provide access to records and information.
- enhance effectiveness of the agency; and
- build positive awareness of agency resources and services.

These goals are supported by ITMD by providing required upgrades to websites, applications, software, storage and network hardware.

### C. VISION AND PRIORITIES

Our vision is to continue as New Mexico’s foremost resource in interpreting, managing, preserving, and providing access to the state’s public records and archival collections.

SRCA’s plan focuses on meeting the Department of Information Technology’s compliance standards that are a result of the rise in cybersecurity threats. SRCA will continue to address vulnerabilities pertaining to upgrades to our IT infrastructure, which includes hardware, software, system security, data integrity, confidentiality, and accessibility of information stored, processed, and/or transferred to our agency.

ITMD is positioned to support the vision of the SRCA by:

- maintaining our computer refresh program to replace end-of-life desktop computers, servers, network hardware equipment and software to including the required support for each device;
  - deploying a redundant server to offsite location to serve as BU DCs and redundant storage location;
  - continue to improve our security posture by utilizing MS Defender endpoint software and work closely with CSW to address and mitigate security vulnerabilities within our network environment;
- improve our visitors experience to our archive division by replacing EOL computers used by the public with new desktop computers to include upgrade to our enterprise WI-FI guest access while protecting the agency from public access;
- maintaining and upgrading all third-party applications to include Content Manager to newest 23 version;
  - maintaining current content for two web sites that serve as the face of the agency and removing outdated content to keep both sites relevant.

## **D. AGENCY DESCRIPTION AND ORGANIZATION STRUCTURE**

The SRCA is a central-service agency, and its statutory mandates are far reaching and statewide in scope. Services are provided to a wide variety of constituencies. These beneficiaries include state agencies in all three branches of government; local and tribal governments; historical records repositories; students, teachers, scholars, researchers, genealogists, and other members of the educational community; the legal and regulated communities; and the general public. The primary services received by these beneficiaries are provided by six organizational units or sub-programs: administration, information technology, public records and information governance, archival management, New Mexico history, and administrative law. Each unit is comprised of a team of experts in their respective fields that carry out the mandates of the program. They serve our beneficiaries as principal advisors on issues pertaining to records and archival management; information governance, which encompasses the life cycle of a record and includes issues relating to confidentiality, access control, metadata requirements, and electronic authentication; administrative rule creation and filing; and the history of New Mexico and the greater Southwest. The titles of these sub-programs and their respective activities reflect the primary services provided. Levels of service will be addressed in the next section of the narrative.

The Public Records Act charges the state records administrator with establishing a records management program for the application of efficient and economical management methods related to the creation, use, maintenance, retention, preservation, and disposition of official public records [14-3-6 NMSA 1978].

The Act also provides for the establishment of a records center under the direct supervision and control of the administrator [14-3-8 NMSA 1978]. The facility created to fulfill this statutory mandate is best known as the State Records Center and Archives (SRCA). The SRCA provides records storage, retrieval, and disposition services for inactive records of present or former state agencies and, when space is available, for local governments. The Records Management Division (RMD) staff identifies the party responsible and accountable for managing records; provides training on basic and intermediate records management topics, handles the transfer and storage of records at two records center facilities, reviews microphotography plans to ensure microphotography systems produce legible images; inspects microfilm for governmental entities drafts rules that provide guidance on the management of electronic records assists agencies with the proper disposition of records, and serves as a resource on records management issues. The

division is also responsible for management of the Centralized Electronic Records Repository (CERR), which is essentially the electronic equivalent of a records center. Its primary objective is to provide a standardized method for SRCA to capture, manage, store, and retrieve electronic records and prevent the degradation of electronic public records.

The State Archives of New Mexico is one of New Mexico's most important historical and cultural resources. As the central repository of state government records and the custodian of numerous private papers and manuscript collections, the State Archives is the primary steward of New Mexico's documentary heritage. It maintains, preserves, and makes available to the public the permanent and historical records of the state of New Mexico. The repository houses record from the executive, legislative, and judicial branches of government, including records from New Mexico's Spanish (1621-1821), Mexican (1821-1846), Military Occupation (1846-1850), and Territorial (1846-1912) periods of history. Archival documents are used to support the operations of governmental agencies, social services, and the judicial system. These archival records also help support scholarly studies, document citizenship and family histories, and resolve land and water issues. The division strives to foster an appreciation of these records, their historical value, and their potential use by providing knowledgeable reference assistance and through educational programming.

The Office of the State Historian (OSH) promotes an understanding and appreciation of New Mexico history and culture through original research, education, public presentations, and publications. Staff provides consultation and research assistance to state agencies, scholars, elected officials, and the public. OSH manages [newmexicohistory.org](http://newmexicohistory.org), a website offering students, educators, researchers, and the public an accessible and effective tool for disseminating knowledge about our state's rich historical past. Per the Cultural Properties Review Act, the state historian also sits as the statutory member of the Cultural Properties Review Committee (CPRC) [18-6-14 NMSA 1978]. The CPRC is the body entrusted to oversee the protection and registration of historic structures and significant sites throughout New Mexico. The division also provides support for the New Mexico Historical Records Advisory Board (NMHRAB) and administers its regrant and educational programs. The NMHRAB is an advocate for the preservation of New Mexico's historical records and for greater access to those records in private and public repositories throughout the state.

The agency is also responsible for the publication of the New Mexico Register and the New Mexico Administrative Code. The State Rules Act requires that executive state agencies file their rules with the records center. For rules to be valid, they must be filed with the records center and published in the New Mexico Register. The Administrative Law Division (ALD) implements the requirements of the State Rules Act. The ALD publishes both the New Mexico Register and the New Mexico Administrative Code, a compilation of current and adopted rules, which is available only in electronic format. Notices of intended rulemaking must also be published in the NM Register, which is available free on-line or in hard copy by paid subscription. Sections 14-3-20 NMSA 1978 requires that interstate compacts be filed with the state records administrator. The division provides individual consultation regarding the style and format requirements for filing and publishing and offers group training in style, format, and filing requirements. The agency is also home to the State Rules Repository, managed by the ALD. The division maintains and preserves all filed material in the State Rules Repository until repealed or otherwise no longer valid. Material is then transferred to the SANM for permanent retention.

The Administrative Services Division and the Information Technology Management Division (ITMD) provide support services to the above program divisions of the agency. Division services include personnel, budget, procurement, accounting, federal grant reporting, facilities management, and security coordination. The ITMD staff provides information technology-related

services to all the divisions. The ITMD is responsible for implementing the agency's Information Technology Plan, reviewing all hardware and software acquisitions, and ensuring their appropriate installation and maintenance.

## **II. IT ENVIRONMENT**

### **1. Major Applications**

- a. Heritage
  - i. Functionality/Business Program Supported
  - ii. Historical Archive of New Mexico – Used to catalog and access historical documents, photographs, and maps.
  - iii. Software OS - Windows Server 2022
  - iv. Database Architecture - SQL Server 2019
  - v. Language - SQL
  - vi. Support Model – Yearly renewal
- b. HP Content Manager 10.1
  - i. Functionality/Business Program Supported
  - ii. Warehouse and Database Management – Program allows tracking of both physical and digital records.
  - iii. Software OS - Windows Server 2022
  - iv. Database Architecture - SQL Server 2019
  - v. Language – SQL
  - vi. Support Model – Yearly renewal

### **2. Infrastructure**

- a. Application Servers
  - i. Supported Application – HP Content Manager 10.1
    - 1. 004SRCA-RECMAN and 004SRCA-RMIDOL1
    - 2. Physical Location – SRCA Santa Fe
    - 3. Quantity – 2
    - 4. Make and Model – Dell PowerEdge R440's
  - ii. Supported Application – Veeam 12
    - 1. SRCA-ITMD1489
    - 2. Physical Location – SRCA Santa Fe
    - 3. Quantity – 1
    - 4. Make and Model –Dell PowerEdge R450
    - 5. SRCA-ITMD1518
    - 6. Physical Location – SRCA Santa Fe
    - 7. Quantity – 1

8. Make and Model – Linux Ubuntu

b. Server Network Services

i. Active Directory Domain Controller and Domain Name Services

1. 004SRCA-RMIdol1, SRCA-ITMD1490A and SRCA-ITMD1489A
2. Physical Location – SRCA Santa Fe
3. Quantity – 3
4. Make and Model – Dell PowerEdge R440, and Dell PowerEdge 450 Virtualized

ii. DHCP

1. 004SRCA-RMIdol1 and SRCA-ITMD1489A
2. Physical Location – SRCA Santa Fe
3. Quantity – 2
4. Make and Model – Dell PowerEdge R450 and Virtualized

iv. Windows Server Update Services

1. SRCA-ITMD1489B2
2. Physical Location – SRCA Santa Fe
3. Quantity – 1
4. Make and Model – Dell PowerEdge R450 Virtual

v. BitLocker Network Unlock

1. SRCA-ITMD1490A
2. Physical Location – SRCA Santa Fe
3. Quantity – 1
4. Make and Model – Virtualized

c. Network Attached Storage

i. File Server

1. SRCA-ITMD1516
2. Physical Location – SRCA Santa Fe
3. Quantity – 1
4. Make and Model – Dell PowerEdge R430 and Dell MD1400
5. Backup Method – Veeam (OS) and Robocopy (DAR and User Files)
6. Backup Locations – SRCA-ITMD1517 and SRCA-ITMD1519

ii. Veeam Backup Repository (Server Backups)

1. SRCA-ITMD1489
2. Physical Location – SRCA Santa Fe
3. Quantity – 1

4. Make and Model – Dell PowerEdge R430 and Dell ME5012
  5. Backup Method – Veeam (OS)
  6. Backup Locations – SRCA-ITMD1517 and SRCA-ITMD1519
- iii. DAR Backup
1. SRCA-ITMD1517 and SRCA-ITMD1518
  2. Physical Location – SRCA Santa Fe
  3. Quantity – 1
  4. Make and Model – Dell PowerEdge R430 and Dell ME5012
  5. Backup Method – External hard drive stored at remote ABQ site
- iv. Backup Redundancy
1. SRCA-ITMD1546
  2. Physical Location - SRCA ABQ
  3. Quantity – 1
  4. Make and Model – Dell PowerEdge R430 server and Dell ME5012 storage

### 3. Security

- a. Physical Security – The agency is located inside a secure building with minimal public access, security cameras, and keycard logging. Agency servers, network equipment, and security devices are in a secured room in locked switch closets with key-only access.
- b. Network Security – SRCA uses a Cisco Meraki firewall for internet traffic security and monitoring. A site-to-site VPN connection between the Santa Fe and Albuquerque records centers allows for secure data transfer.
- c. System Security – MS Defender deployed on each user computer and server and monitored via web portal for vulnerabilities. BitLocker deployed on each notebook, desktop, and server. Recovery keys are tracked via local admin password management stored in Active Directory as directed by CSW/DOIT. Computers, servers, network and security devices are updated regularly with current updates, patches and firmware. Users are added or deleted as needed. Passwords are changed quarterly.
- d. Security Practices – MFA and YubiKey deployed to secure O365 user accounts. SRCA staff members receive yearly security awareness training through Inspired LMS and recognize their responsibilities in securing agency equipment, data, and accounts. All agency users complete LMS training yearly, confirming completion with DOIT IT security staff.
- e. Security Assessment – Directly working with CSW for security assessment results. All findings are posted to the Risk Sense portal or Securin. Findings are reviewed and actions to remedy these findings are taken and addressed during monthly reviews. Yearly DOIT/CSW penetration testing was completed in April 2024, and ITMD staff reviewed and discussed the results, mitigating any issues that were found.
- f. Security Plan – No official security plan is in place beyond those imposed by NMDOIT to adhere to IT Security Policies and Rules. Cybersecurity Incident Response Planning will be developed to comply with NIST recommendations.

#### 4. Agency IT Certified Projects

[Include a statement describing how the projects align with the agency’s purpose. Complete the table with the following information for each of your agency’s certified projects.]

PROJECT NAME	
Project Description	
Estimated Project Costs	
Current Funding	
Certified Project Phase	
Estimated Completion	
Strategic Priority	
PROJECT NAME	
Project Description	
Estimated Project Costs	
Current Funding	
Certified Project Phase	
Estimated Completion	
Strategic Priority	
PROJECT NAME	
Project Description	
Estimated Project Costs	
Current Funding	
Certified Project Phase	
Estimated Completion	
Strategic Priority	
Strategic Priority	
PROJECT NAME	
Project Description	
Estimated Project Costs	
Current Funding	
Certified Project Phase	
Estimated Completion	
Strategic Priority	

**TABLE II.1: Current Certified IT Projects**

A. Workforce

- a. Full Time Employees
  - i. The SRCA is divided into six divisions. Most staff members are on an alternative work schedule, working at an alternate site up to three days (24 hours) of the 80 hours of each two-week pay period.
    - 1. 3 full-time employees (FTE) – 1 position filled; 2 vacancies.
      - a. 1 FTE - Chief Technology Officer (Vacant)
      - b. 1 FTE - Network Administrator I (Vacant)
      - c. 1 FTE - End User Support III
  - b. IT Professional Services Contractors
    - i. No IT professional contractors are use at SRCA.

B. Challenges

- a. Lack of additional manpower and IT security expertise to address and mitigate security vulnerabilities and implement a Disaster Recovery plan.
- b. A major challenge ITMD faces is available funding to work on continuous improvements to upgrade hardware and software as needed.
- c. Replacing Heritage (a proprietary CMS serving as an archival finding aid) with an open-source application, ArchivesSpace.
- d. Our two websites need an overhaul to make them current and implement a new CMS solution with cloud hosting and enterprise level platform. Currently there is no funding to cover needed plug-ins and server vulnerability scan support with server remediation until the websites are upgraded and moved to another hosting site.
- e. Limited funding to implement modern cloud solutions to replace physical server cost and yearly support.

### III. FY24 KEY ACCOMPLISHMENTS

[Provide a brief narrative as an introductory statement to describe agency FY23 IT accomplishments. In the format below, list the requested information to describe agency key accomplishments.]

#### A. FY24 STRATEGIC IT ACCOMPLISHMENTS

STRATEGIC PRIORITY 1 – [STRATEGY NAME]	
[STRATEGY STATEMENT – WHAT DOES THE STRATEGY ACCOMPLISH]	
<b>FY24 Strategy 1</b>	Decommissioned Cisco Switches and replaced with Meraki POE Switches
Accomplishments	Upgraded network switches to include POE in each division closet
Outcomes/Metrics	New Meraki hardware brings critical hardware up to date to include POE for VoIP phone solution and capability to manage via Meraki portal.
<b>FY24 Strategy 2</b>	Deployed Meraki enterprise wireless APS for all divisions
Accomplishments	Removed TP-Link hardware and deployed Meraki AP solutions to allow to manage via Meraki portal
Outcomes/Metrics	Increase security and remove vulnerable non enterprise solution from environment
<b>FY24 Strategy 3</b>	Replaced EOL file server and storage solution

Accomplishments	Deployed PowerEdge R450 physical server and ME5012 storage array
Outcomes/Metrics	Removed EOL network equipment allowing us to remove equipment from our security assessment list
<b>FY24 Strategy 4</b>	Maintaining Security Posture
Accomplishments	Continue to deploy MS Defender for all servers/notebook, keep servers/notebooks updated. Implemented robust password policy, MFA for O365 or YubiKey, network printer hardening and continuing to review monthly security risk assessment with CSW/DOIT staff. Making all efforts to mitigate any issues and informing CSW upon correcting and requested additional assistants to resolve issues
Outcomes/Metrics	MS Defender endpoint allows for greater threat visibility for all notebooks & servers. MFA for O365 increased security for signing into user O365 accounts. Moved BitLocker recovery keys to active directory utilizing LAPS. Meet with CSW monthly to review scan review report and compile annually with penetration testing allowed for visibility into network and security vulnerabilities that require mitigation.

<b>STRATEGIC PRIORITY 2 – [STRATEGY NAME]</b>	
<b>[STRATEGY STATEMENT – WHAT DOES THE STRATEGY ACCOMPLISH]</b>	
<b>FY24 Strategy 1</b>	Planning to deployment of redundant physical server and storage array to remote ABQ warehouse
Accomplishments	Deploy a redundant physical server/storage to remote ABQ warehouse to be use for redundancy from SF home office
Outcomes/Metrics	Allows for redundant option for identical data, DC, Active Directory in case of breach or uninterrupted service, or primary server fails.
<b>FY24 Strategy 2</b>	
Accomplishments	
Outcomes/Metrics	
<b>FY24 Strategy 3</b>	
Accomplishments	
Outcomes/Metrics	
<b>FY24 Strategy 4</b>	
Accomplishments	
Outcomes/Metrics	

**TABLE III.1: FY24 Strategic IT Accomplishments**

## B. OTHER KEY IT ACCOMPLISHMENTS – FY24

[Preface this section with a statement that summarizes the content in this table.]

<b>APPLICATION</b>	
Accomplishment	Implemented a Power Edge server and storage to remedy storage limitations in our network environment.
Value or Impact	Additional storage added until a cloud or other storage solution is available
<b>DATA</b>	
Accomplishment	Newer storage devices allow for improved storage capacity and increase system reliability for internal data needs.
Value or Impact	High
<b>PROCESS IMPROVEMENT</b>	
Accomplishment	Upgraded to Veeam instances to streamline backup processes and update and renew support.
Value or Impact	High
<b>WORKFORCE</b>	
Accomplishments	All three IT positions were filled to cover the workload until July 19, 2024, one position is vacant.
Value or Impact	High
<b>CUSTOMER SERVICE</b>	
Accomplishments	Implemented all users help request via email to track users request for performance measures and ITMD tracking purposes. Minimize calls or verbal requests which often don't get tracked.
Value or Impact	High
<b>TELEWORK</b>	
Accomplishments	Updated teleworking schedule was implemented and approved by State Records Administrator for ITMD.
Value or Impact	High - Adhere to current agency telework schedule.
<b>SECURITY</b>	
Accomplishments	Continue to work with CSW to review monthly scans and yearly to review the annual penetration testing reports. ITMD team reviews MS Defender, Risk Sense and Securin portal to correct vulnerabilities in a timely manner. Maintain server and ensure all host computers remain updated/patch to minimize vulnerabilities.
Value or Impact	High

**TABLE III.2: Other Key IT Accomplishments – FY24**

1. Deployed replacement file server with Dell PowerEdge R450 with Dell ME5012 storage array
2. Replaced division switches with Meraki MS120's with POE and support.
3. Worked with DOIT/Waterfield to replace Altura phones with 32 Avaya VoIP phones in each division.
4. Continue to keep a rotation schedule for DAR backups to off-site location.
5. Replaced one Ricoh printer in ASD and added two small frame printers for warehouse and ABQ warehouse needs.
6. Deployed video conferencing equipment for internal meeting needs with zoom capabilities.
7. Prepared all decommissioned monitors for disposition, signed off on all disposition monitors ready to be disposed of and ready to be removed from building.
8. Copied data and wiped ~100 HDDs ready for crushing then disposal.
9. Replaced non enterprise wireless APs with new Meraki APs in each division to include SRCA disclaimer for our public guest WIFI.
10. Replaced 3 EOL desktops in our AHS division with desktop minis and new monitors.
11. Migrated from RICOH print folder to print-to-email.
12. Migrated srca.nm.gov and newmexicohistory.org site to new PHP version to mitigate any security risk.
13. Created first issue of SRCA ITMD cyber newsletter, shared with user on 11/1/23 and second issue shared in March 2024.
14. Removed old vulnerable HP Color printer from AHS division.
15. Implemented a daily, weekly, and monthly server checklist.
16. Deployed Veeam Immutable Data server.
17. Revised and increased printer security.
18. Replaced all division APC devices to include SmartConnect software for primary servers.
19. Implementing client-side firewalls.
20. Moved all BitLocker recovery keys to Active Directory via LAPS.

**IV. FY26 IT STRATEGIC GOALS AND STRATEGIES**

[Include an introductory statement to introduce the following information.]

<b>STRATEGIC PRIORITY 1 – Strategy Name</b>	
<b>Goal Statement</b>	
<b>FY26 Strategy 1</b>	Deploy redundant server, rack, and storage at ABQ remote site
Outcomes/Metrics	Deployment planned for FY25
<b>FY26 Strategy 2</b>	Deploy monitor stands to each employee for dual monitor setup
Outcomes/Metrics	Deploy in FY25

<b>FY26 Strategy 3</b>	Upgrade Content Manager to newer version
Outcomes/Metrics	Planned in FY 25
<b>FY26 Strategy 4</b>	Decommission additional equipment ready for disposal
Outcomes/Metrics	Planned in FY 25

<b>STRATEGIC PRIORITY 2 – Strategy Name</b>	
<b>Goal Statement</b>	
<b>FY26 Strategy 1</b>	Gather templates for Incident Response Plan and Disaster Recovery planning
Outcomes/Metrics	Begin planning in FY25
<b>FY26 Strategy 2</b>	Test disaster recovery plan
Outcomes/Metrics	Projected in FY26
<b>FY26 Strategy 3</b>	Discuss funding options for upgrading two websites to move to modern content manager
Outcomes/Metrics	Projection upgrade is unknown
<b>FY26 Strategy 4</b>	Procure and replace next EOL file servers
Outcomes/Metrics	Proposed for FY26

<b>STRATEGIC PRIORITY 3 – Strategy Name</b>	
<b>Goal Statement</b>	
<b>FY26 Strategy 1</b>	
Outcomes/Metrics	

<b>FY26 Strategy 2</b>	
Outcomes/Metrics	
<b>FY26 Strategy 3</b>	
Outcomes/Metrics	
<b>FY26 Strategy 4</b>	

**TABLE IV.1. FY26 IT Strategic Goals and Strategies**

**Information Technology (IT) Operating Budget (C1)**

<b>Agency Name</b>	<b>Agency Code</b>	
Commission of Public Records	36900	
<b>Base Request Operational Support of IT. Check one of the options below:</b>	<b>Flat Budget</b>	<b>Expansion from previous year</b>
yes	yes	

Revenue IT Base Budget (dollars in thousands)					
<b>Appropriation Funding Type</b>	<b>FY23 Actual</b>	<b>FY24 Actual</b>	<b>FY25 OpBud</b>	<b>FY26 Request</b>	<b>FY27 Estimate</b>
General Fund	154.5	487.0	381.2	430.5	430.5
Other State Funds	2.4	29.4	36.2	36.2	36.2
Federal Funds	0.0	0.0	0.0	0.0	0.0
Internal Svc Funds/Interagency Transfer	0.0	0.0	0.0	0.0	0.0
<b>Total</b>	<b>156.9</b>	<b>516.4</b>	<b>417.4</b>	<b>466.7</b>	<b>466.7</b>

Expenditure Categories (dollars in thousands)					
<b>Category or Account Description</b>	<b>FY23 Actual</b>	<b>FY24 Actual</b>	<b>FY25 OpBud</b>	<b>FY26 Request</b>	<b>FY27 Estimate</b>
Personal Services & Employee Benefits	129.1	297.1	315.1	315.1	315.1
Contractual & Professional Services	13.9	5.2	3.1	3.1	3.1
IT Other Services	69.0	214.1	99.2	148.5	148.5
Other Financing Uses	0.0	0.0	0.0	0.0	0.0
<b>Total</b>	<b>212.0</b>	<b>516.4</b>	<b>417.4</b>	<b>466.7</b>	<b>466.7</b>

	<b>Print Name</b>	<b>Phone</b>	<b>Email Address</b>	<b>Date</b>
<b>Agency Cabinet Secretary/ Director (Mandatory)</b>	Rick Hendricks	(505) 476-7955	<a href="mailto:rick.hendricks@srca.nm.gov">rick.hendricks@srca.nm.gov</a>	8/20/2024
<b>Chief information Officer or IT Lead(Mandatory)</b>	Melissa True	(505) 476-7930	<a href="mailto:melissa.true@srca.nm.gov">melissa.true@srca.nm.gov</a>	8/20/2024
<b>Chief Finance Officer (Mandatory)</b>	Ruben Rivera	(505) 476-7912	<a href="mailto:ruben.rivera@srca.nm.gov">ruben.rivera@srca.nm.gov</a>	8/20/2024

## VI. SPECIAL FUNDING, SUPPLEMENTAL, COMPUTER SYSTEM ENHANCEMENT (C2) FUNDING AND REAUTHORIZATION OF C2 APPROPRIATIONS

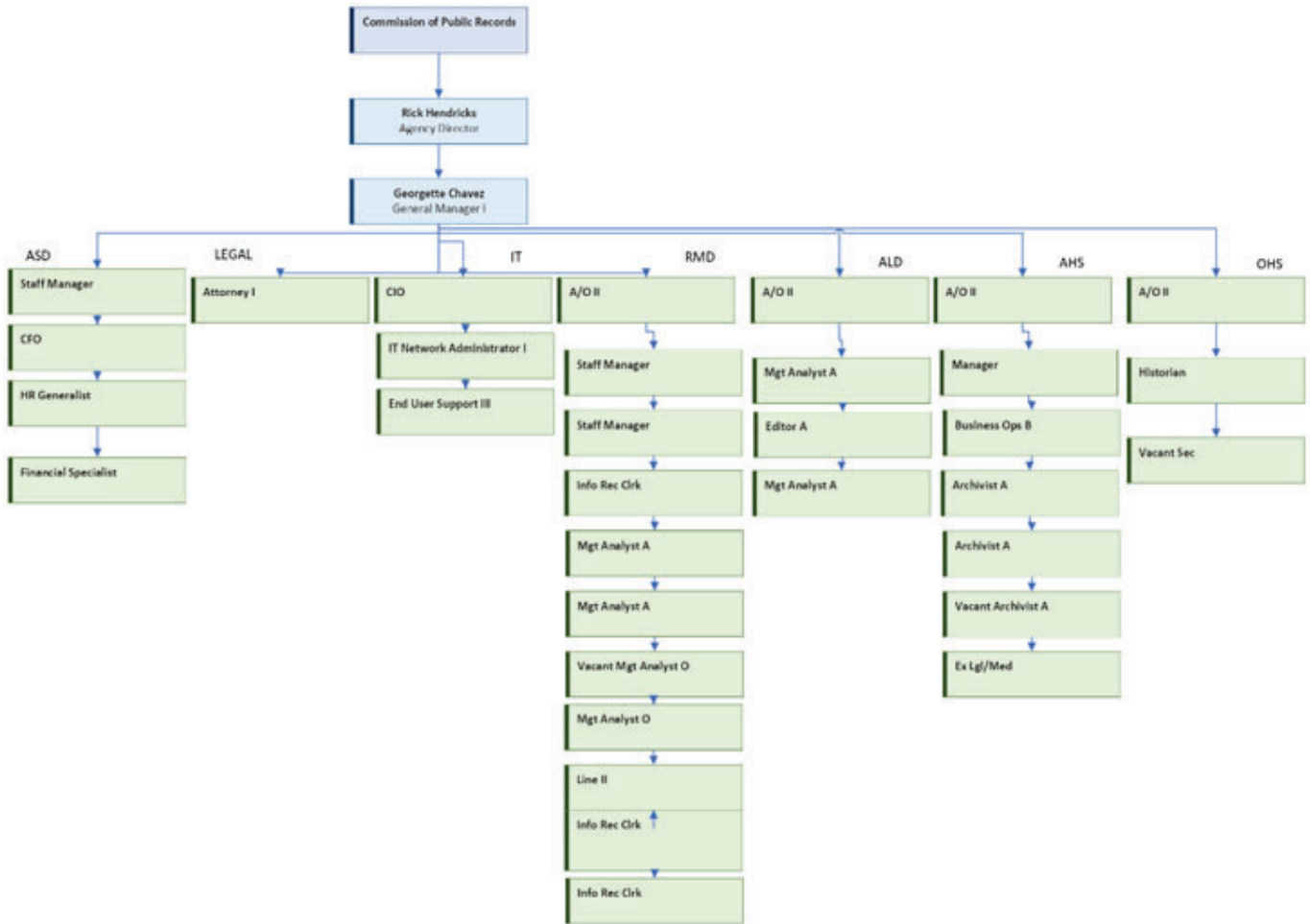
- A. [Include narrative describing any special or supplemental funding requested. If none, note the agency has no requests.]
- B. [Include a list of C2 funding request(s) with the name(s) of the proposed projects. Insert a C2 Information Technology Data Processing – Computer Enhancement Fund (CSEF) form for each request as Appendix-A-III and reference Appendix-A-III in this section. If none, note the agency has no requests.]
- C. [Include requested reauthorizations of prior C2 appropriations or note the agency is not requesting reauthorization of prior C2 appropriations.]

### REQUEST FOR REAUTHORIZATION OF C2 APPROPRIATIONS

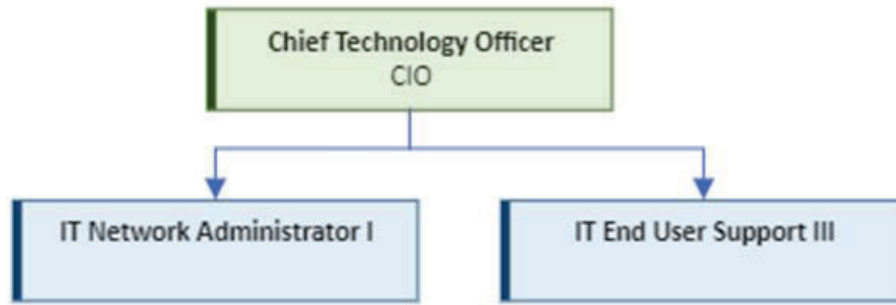
Information Technology Request for Reauthorization of C2 Appropriations			
Agency Name		Agency Code	
Lead Agency Name Listed on Appropriation		Project Name	
Source of Authorization (e.g. Laws 2022, Chapter 54, Section 7 (12) or Grant/Federal Fund #)		Appropriation Amount (in thousands)	Remaining Balance (in thousands)
		0.0	0.0
		0.0	0.0
		0.0	0.0
		0.0	0.0
		0.0	0.0
		0.0	0.0
Total amount appropriated for project life (in thousands)		Will the project be completed within the next fiscal year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Requesting Reauthorization			

TABLE VI.1: Request for Reauthorization of C2 Appropriations

# APPENDIX A-I: AGENCY ORGANIZATION CHART



## APPENDIX A-II: IT ORGANIZATION CHART



# APPENDIX A-III: C2 IT DATA PROCESSING CSEF

## APPENDIX A-III: C2 IT Data Processing CSEF

### C2: Information Technology Data Processing - Computer Systems Enhancement Fund (CSEF)

Agency Name	Agency Code	Project Name		
Multi-Agency Project	Participating Agencies	Priority	Projected Start Date	Projected End Date
Yes/No				

Revenue Project Cost (dollars in thousands)					
Category or Account Description	FY24 & Prev Actual	FY25 Budget	FY26 Request	FY27 Request Estimate (If any)	Total
General Fund (CSEF)	0.0	0.0	0.0	0.0	0.0
Other State Funds (*specify funds below)	0.0	0.0	0.0	0.0	0.0
Federal Funds	0.0	0.0	0.0	0.0	0.0
Internal Svc Funds/Interagency Transfer	0.0	0.0	0.0	0.0	0.0
<b>Total</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
*If Other State Funds, Specify Funding Source/Fund Name					

Expenditure Categories (dollars in thousands)					
	FY24 & Prev Actual	FY25 Budget	FY26 Request	FY27 Estimate	Total
Personal Services & Employee Benefits	0.0	0.0	0.0	0.0	0.0
Professional Services	0.0	0.0	0.0	0.0	0.0
Travel/Lodging	0.0	0.0	0.0	0.0	0.0
IT Hardware	0.0	0.0	0.0	0.0	0.0
IT Software	0.0	0.0	0.0	0.0	0.0
Other	0.0	0.0	0.0	0.0	0.0
<b>Total</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

	Print Name	Phone	Email Address	Date
Agency Cabinet Secretary/ Director (Mandatory)				
Chief information Officer or IT Lead(Mandatory)				
Chief Finance Officer / Budget Director (Mandatory)				

**Agency Cabinet Secretary/Director Signature** \_\_\_\_\_

**Chief Information Officer/IT Lead Signature** \_\_\_\_\_

**Budget Director Signature** \_\_\_\_\_