SRCA
FY28 BUDGET
APPROPRIATONS

COVER LETTER

NEW MEXICO
State Records Center and Archives
COMMISSION OF PUBLIC RECORDS
Your Access to Public Information

September 1, 2026

Department of Finance and Administration
Legislative Finance Council

Dear DFA and LFC,

The State Records Center and Archives takes the pleasure in presenting to you our Fiscal Year 2028 appropriation request in the amount of $3,932,600.00.

Sincerely,

Rick Hendricks, PhD
State Records Administrator

1205 Camino Carlos Rey | Santa Fe, NM 87507 | www.srca.nm.gov

STATE COMMISSION OF PUBLIC RECORDS (36900)
FY28 RECURRING GENERAL FUND: AGENCY APPROPRIATION REQUEST
CHANGES BY PROGRAM AND CATEGORY

Records, Information and Archival Management (P641)	Salaries and Benefits (200's)	Contractual Services (300's)	Other (400's)	Other Financing Uses (500's)	TOTAL
FY27 Operating Budget: General Fund	**$3,275.5**	**$88.9**	**$145.2**	**$0.0**	**$3,509.6**
Increases (Decreases)					
Fill vacant attorney position	$95.7				**$95.7**
Unused leave payouts for eligiblle retirees	$13.7				**$13.7**
GSD/DoIT rates	$9.9		$4.3		**$14.2**
10% health insurance premium increase	$36.8				**$36.8**
Human Resources MOU		$0.3			**$0.3**
Agency audit rate		$1.2			**$1.2**
IT services		$1.3			**$1.3**
Records destruction service		($1.8)			**($1.8)**
Rental agreement for ABQ storage			$1.8		**$1.8**
					$0.0
					$0.0
					$0.0
FY28 Request: General Fund	**$3,431.6**	**$89.9**	**$151.3**	**$0.0**	**$3,672.8**
$ increase over FY27	$156.1	$1.0	$6.1	$0.0	**$163.2**
% increase over FY27	4.8%	1.1%	4.2%	#DIV/0!	**4.7%**

CERTIFICATION (S1)

APPROPRIATION REQUEST
CERTIFICATION
FORM S-1

Agency Name: State Commission of Public Records

Business Unit: 36900

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.

Rick Hendricks

Rick Hendricks, State Records Administrator

,

Darlene Martinez

Darlene Martinez, CFO

1205 Camino Carlos Rey
Santa Fe, NM 87507

505-476-7912

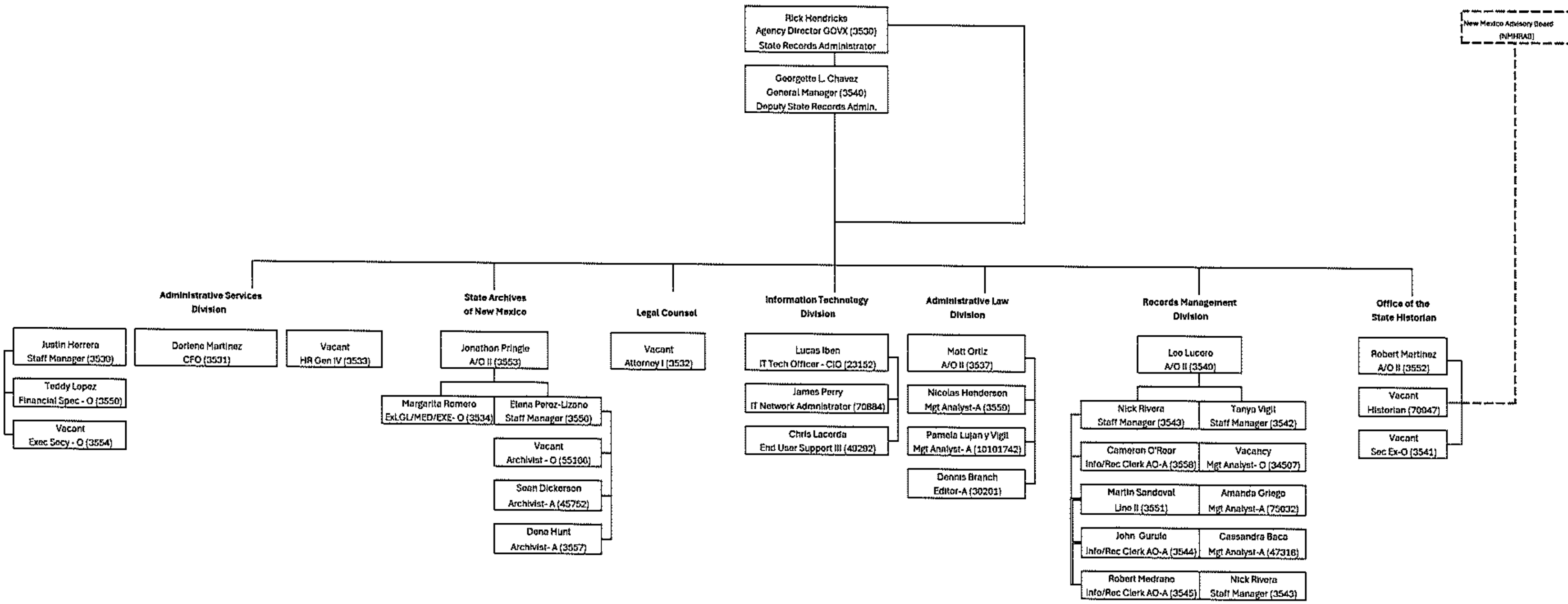
darlene.martinez@srca.nm.gov

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

Commission of Public Records
Business Unit: 36900
Pcode: P641

NEW MEXICO
State Records Center and Archives
COMMISSION OF PUBLIC RECORDS
Your Access to Public Information



FINANCIAL SUMMARY (S8 THRU S13)

State Commission of Public Records

BU	PCode	Department
36900	0000	0000000000

State of New Mexico

S-8 Financial Summary

(Dollars in Thousands)

	2025-26 Opbud	2025-26 Actuals	2026-27 Opbud	2027-28 PCF Proj	-------- FY 2028 Agency Request -------- Base	Expansion	Total
REVENUE							
111 General Fund Transfers	3,335.1	3,241.0	3,509.6	0.0	3,672.8	0.0	3,672.8
112 Other Transfers	0.0	218.3	0.0	0.0	0.0	0.0	0.0
120 Federal Revenues	40.0	0.0	40.0	0.0	0.0	0.0	0.0
130 Other Revenues	137.3	191.3	137.3	0.0	135.6	0.0	135.6
150 Fund Balance	122.5	0.0	122.5	0.0	124.2	0.0	124.2
REVENUE, TRANSFERS	**3,634.9**	**3,650.6**	**3,809.4**	**0**	**3,932.6**	**0.0**	**3,932.6**
REVENUE	**3,634.9**	**3,650.6**	**3,809.4**	**0**	**3,932.6**	**0.0**	**3,932.6**
EXPENSE							
200 Personal services and employee benefits	3,113.3	3,084.0	3,275.5	3,933.4	3,431.6	0.0	3,431.6
300 Contractual services	116.6	72.6	128.9	0.0	89.9	0.0	89.9
400 Other	405.0	355.7	405.0	0.0	411.1	0.0	411.1
EXPENDITURES	**3,634.9**	**3,512.3**	**3,809.4**	**3,933.36**	**3,932.6**	**0.0**	**3,932.6**
EXPENSE	**3,634.9**	**3,512.3**	**3,809.4**	**3,933.36**	**3,932.6**	**0.0**	**3,932.6**
FTE POSITIONS							
810 Permanent	35.00	27.00	27.00	35.00	35.00	0.00	35.00
FTEs	**35.00**	**27.00**	**27.00**	**35.00**	**35.00**	**0.00**	**35.00**
FTE POSITIONS	**35.00**	**27.00**	**27.00**	**35.00**	**35.00**	**0.00**	**35.00**

BU	PCode	Department
36900	0000	0000000000

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

		2025-26 Opbud	2025-26 Actuals	2026-27 Opbud	2027-28 PCF Proj	-------- FY 2028 Agency Request -------- Base	Expansion	Total
499105	General Fd. Appropriation	3,335.1	3,241.0	3,509.6	0.0	3,672.8	0.0	3,672.8
111	**General Fund Transfers**	**3,335.1**	**3,241.0**	**3,509.6**	**0.0**	**3,672.8**	**0.0**	**3,672.8**
499905	Other Financing Sources	0.0	218.3	0.0	0.0	0.0	0.0	0.0
112	**Other Transfers**	**0.0**	**218.3**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**
451903	Federal Direct - Operating	40.0	0.0	40.0	0.0	0.0	0.0	0.0
120	**Federal Revenues**	**40.0**	**0.0**	**40.0**	**0.0**	**0.0**	**0.0**	**0.0**
422902	Other Fees	25.0	29.2	25.0	0.0	27.0	0.0	27.0
424302	Printing & Reproduction	0.4	0.0	0.4	0.0	0.3	0.0	0.3
424602	Sales	10.0	6.6	10.0	0.0	7.0	0.0	7.0
425202	Printing & Reproduction	1.5	1.2	1.5	0.0	1.2	0.0	1.2
425902	Other Services	0.1	0.0	0.0	0.0	0.0	0.0	0.0
431902	Other Publications	98.0	152.5	98.1	0.0	98.1	0.0	98.1
496902	Miscellaneous Revenue	2.3	1.8	2.3	0.0	2.0	0.0	2.0
130	**Other Revenues**	**137.3**	**191.3**	**137.3**	**0.0**	**135.6**	**0.0**	**135.6**
325900	Restricted FB - Gov	122.5	0.0	122.5	0.0	124.2	0.0	124.2
150	**Fund Balance**	**122.5**	**0.0**	**122.5**	**0.0**	**124.2**	**0.0**	**124.2**
TOTAL REVENUE		**3,634.9**	**3,650.6**	**3,809.4**	**0**	**3,932.6**	**0.0**	**3,932.6**
520100	Exempt Perm Positions P/T&F/T	126.8	145.0	146.6	146.6	146.6	0.0	146.6
520300	Classified Perm Positions F/T	2,082.8	1,911.6	1,996.4	2,518.0	2,077.1	0.0	2,077.1
520600	Paid Unused Sick Leave	0.0	4.3	0.0	0.0	4.1	0.0	4.1
520700	Overtime & Other Premium Pay	0.0	31.7	35.2	0.0	35.2	0.0	35.2
520800	Annl & Comp Paid At Separation	0.0	0.0	0.0	0.0	8.6	0.0	8.6
521100	Group Insurance Premium	274.7	378.8	433.6	518.0	470.4	0.0	470.4
521200	Retirement Contributions	405.4	401.8	420.0	529.7	427.8	0.0	427.8
521300	F I C A	161.2	153.8	167.0	163.4	174.0	0.0	174.0
521400	Workers' Comp Assessment Fee	0.4	0.7	0.6	0.0	0.6	0.0	0.6
521410	GSD Work Comp Insur Premium	9.0	0.0	1.5	0.0	1.4	0.0	1.4
521500	Unemployment Comp Premium	0.0	3.5	0.0	0.0	0.0	0.0	0.0
521600	Employee Liability Ins Premium	10.9	10.9	31.4	0.0	41.3	0.0	41.3
521700	RHC Act Contributions	42.1	41.8	43.2	57.7	44.5	0.0	44.5
200	**Personal services and employee benef**	**3,113.3**	**3,084.0**	**3,275.5**	**3,933.4**	**3,431.6**	**0.0**	**3,431.6**
535200	Professional Services	0.0	0.0	0.5	0.0	0.5	0.0	0.5
535209	Professional Svcs - Interagenc	0.0	37.4	40.8	0.0	41.1	0.0	41.1

BU	PCode	Department
36900	0000	0000000000

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

		2025-26 Opbud	2025-26 Actuals	2026-27 Opbud	2027-28 PCF Proj	-------- FY 2028 Agency Request -------- Base	Expansion	Total
535300	Other Services	78.6	5.0	50.3	0.0	8.5	0.0	8.5
535400	Audit Services	26.2	23.7	25.0	0.0	26.2	0.0	26.2
535600	IT Services	11.8	6.5	12.3	0.0	13.6	0.0	13.6
300	**Contractual services**	**116.6**	**72.6**	**128.9**	**0.0**	**89.9**	**0.0**	**89.9**
542100	Employee I/S Mileage & Fares	0.0	0.4	0.0	0.0	0.0	0.0	0.0
542200	Employee I/S Meals & Lodging	0.0	0.2	0.0	0.0	0.0	0.0	0.0
542800	State Transp Pool Charges	1.5	1.2	1.5	0.0	1.5	0.0	1.5
543200	Maint - Furn, Fixt, Equipment	4.0	17.7	2.5	0.0	3.4	0.0	3.4
543400	Maint - Property Insurance	0.1	0.0	0.1	0.0	0.1	0.0	0.1
543500	Maint - Supplies	3.5	0.0	2.0	0.0	2.0	0.0	2.0
543700	Maintenance Services	0.0	0.5	2.0	0.0	2.0	0.0	2.0
543820	Maintenance IT	15.9	22.0	26.9	0.0	21.0	0.0	21.0
543830	IT HW/SW Agreements	6.5	8.8	1.1	0.0	7.0	0.0	7.0
544000	Supply Inventory IT	10.0	57.6	14.5	0.0	33.4	0.0	33.4
544100	Supplies-Office Supplies	2.0	12.0	2.5	0.0	2.5	0.0	2.5
544700	Supplies-Clothng,Unifrms,Linen	0.6	0.3	0.6	0.0	0.6	0.0	0.6
544900	Supplies-Inventory Exempt	1.5	0.0	1.5	0.0	1.5	0.0	1.5
545700	ISD Services	18.5	18.3	25.0	0.0	28.2	0.0	28.2
545710	DOIT HCM Assessment Fees	12.6	12.3	13.2	0.0	10.0	0.0	10.0
545900	Printing & Photo Services	1.0	0.8	0.8	0.0	0.8	0.0	0.8
546100	Postage & Mail Services	1.0	1.5	1.0	0.0	1.0	0.0	1.0
546400	Rent Of Land & Buildings	153.0	152.8	154.9	0.0	156.9	0.0	156.9
546500	Rent Of Equipment	4.7	0.8	1.2	0.0	1.2	0.0	1.2
546600	Communications	0.0	2.8	3.0	0.0	4.6	0.0	4.6
546610	DOIT Telecommunications	31.1	30.9	32.4	0.0	35.1	0.0	35.1
546700	Subscriptions/Dues/License Fee	0.0	6.8	1.5	0.0	1.4	0.0	1.4
546800	Employee Training & Education	3.0	2.0	0.2	0.0	0.9	0.0	0.9
546900	Advertising	3.5	0.0	0.6	0.0	0.6	0.0	0.6
547500	Purchases For Resale	20.0	0.0	20.0	0.0	20.0	0.0	20.0
547900	Miscellaneous Expense	105.0	0.3	42.0	0.0	21.4	0.0	21.4
548300	Information Tech Equipment	0.0	0.0	48.0	0.0	48.0	0.0	48.0
549600	Employee O/S Mileage & Fares	2.0	0.2	2.0	0.0	2.0	0.0	2.0
549700	Employee O/S Meals & Lodging	4.0	0.7	4.0	0.0	4.0	0.0	4.0

BU 36900 | PCode 0000 | Department 0000000000

S-9 Account Code Revenue/Expenditure Summary

(Dollars in Thousands)

		2025-26 Opbud	2025-26 Actuals	2026-27 Opbud	2027-28 PCF Proj	-------- FY 2028 Agency Request -------- Base	Expansion	Total
549800	Brd & Comm O/S Mileage & Fares	0.0	1.3	0.0	0.0	0.0	0.0	0.0
549900	Brd & Comm O/S Meals & Lodging	0.0	3.6	0.0	0.0	0.0	0.0	0.0
400	**Other**	**405.0**	**355.7**	**405.0**	**0.0**	**411.1**	**0.0**	**411.1**
TOTAL EXPENSE		**3,634.9**	**3,512.3**	**3,809.4**	**3,933.36**	**3,932.6**	**0.0**	**3,932.6**
810	Permanent	35.00	27.00	27.00	35.00	35.00	0.00	35.00
810	**Permanent**	**35.00**	**27.00**	**27.00**	**35.00**	**35.00**	**0.00**	**35.00**
TOTAL FTE POSITIONS		**35.00**	**27.00**	**27.00**	**35.00**	**35.00**	**0.00**	**35.00**

State Commission of Public Records

BU	PCode	Department
36900	0000	000000000

State of New Mexico

S-9 Account Code Revenue Summary

(Dollars in Thousands)

		Provider PCode	2025-26 Opbud	2025-26 Actuals	2026-27 Opbud	2027-28 PCF Proj	-------- FY 2028 Agency Request -------- Base	Expansion	Total
499105	General Fd. Appropriation		3,335.1	3,241.0	0.0	0.0	3,672.8	0.0	3,672.8
111	**General Fund Transfers**		**3,335.1**	**3,241.0**	**3,509.6**	**0.0**	**3,672.8**	**0.0**	**3,672.8**
499905	Other Financing Sources		0.0	218.3	0.0	0.0	0.0	0.0	0.0
112	**Other Transfers**		**0.0**	**218.3**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**
451903	Federal Direct - Operating		40.0	0.0	0.0	0.0	0.0	0.0	0.0
120	**Federal Revenues**		**40.0**	**0.0**	**40.0**	**0.0**	**0.0**	**0.0**	**0.0**
422902	Other Fees		25.0	29.2	0.0	0.0	27.0	0.0	27.0
424302	Printing & Reproduction		0.4	0.0	0.0	0.0	0.3	0.0	0.3
424602	Sales		10.0	6.6	0.0	0.0	7.0	0.0	7.0
425202	Printing & Reproduction		1.5	1.2	0.0	0.0	1.2	0.0	1.2
425902	Other Services		0.1	0.0	0.0	0.0	0.0	0.0	0.0
431902	Other Publications		98.0	152.5	0.0	0.0	98.1	0.0	98.1
496902	Miscellaneous Revenue		2.3	1.8	0.0	0.0	2.0	0.0	2.0
130	**Other Revenues**		**137.3**	**191.3**	**137.3**	**0.0**	**135.6**	**0.0**	**135.6**
325900	Restricted FB - Gov		122.5	0.0	0.0	0.0	124.2	0.0	124.2
150	**Fund Balance**		**122.5**	**0.0**	**122.5**	**0.0**	**124.2**	**0.0**	**124.2**
TOTAL REVENUE			**3,634.9**	**3,650.6**	**3,809.4**	**0**	**3,932.6**	**0.0**	**3,932.6**

State of New Mexico

S-9 Account Code Expenditure Summary

(Dollars in Thousands)

		2025-26 Opbud	2025-26 Actuals	2026-27 Opbud	2027-28 PCF Proj	FY 2028 Agency Request Base	FY 2028 Agency Request Expansion	FY 2028 Agency Request Total
520100	Exempt Perm Positions P/T&F/T	126.8	145.0	146.6	146.6	146.6	0.0	146.6
520300	Classified Perm Positions F/T	2,082.8	1,911.6	1,996.4	2,518.0	2,077.1	0.0	2,077.1
520600	Paid Unused Sick Leave	0.0	4.3	0.0	0.0	4.1	0.0	4.1
520700	Overtime & Other Premium Pay	0.0	31.7	35.2	0.0	35.2	0.0	35.2
520800	Annl & Comp Paid At Separation	0.0	0.0	0.0	0.0	8.6	0.0	8.6
521100	Group Insurance Premium	274.7	378.8	433.6	518.0	470.4	0.0	470.4
521200	Retirement Contributions	405.4	401.8	420.0	529.7	427.8	0.0	427.8
521300	F I C A	161.2	153.8	167.0	163.4	174.0	0.0	174.0
521400	Workers' Comp Assessment Fee	0.4	0.7	0.6	0.0	0.6	0.0	0.6
521410	GSD Work Comp Insur Premium	9.0	0.0	1.5	0.0	1.4	0.0	1.4
521500	Unemployment Comp Premium	0.0	3.5	0.0	0.0	0.0	0.0	0.0
521600	Employee Liability Ins Premium	10.9	10.9	31.4	0.0	41.3	0.0	41.3
521700	RHC Act Contributions	42.1	41.8	43.2	57.7	44.5	0.0	44.5
200	**Personal services and employee benefits**	**3,113.3**	**3,084.0**	**3,275.5**	**3,933.4**	**3,431.6**	**0.0**	**3,431.6**
535200	Professional Services	0.0	0.0	0.5	0.0	0.5	0.0	0.5
535209	Professional Svcs - Interagenc	0.0	37.4	40.8	0.0	41.1	0.0	41.1
535300	Other Services	78.6	5.0	50.3	0.0	8.5	0.0	8.5
535400	Audit Services	26.2	23.7	25.0	0.0	26.2	0.0	26.2
535600	IT Services	11.8	6.5	12.3	0.0	13.6	0.0	13.6
300	**Contractual services**	**116.6**	**72.6**	**128.9**	**0.0**	**89.9**	**0.0**	**89.9**
542100	Employee I/S Mileage & Fares	0.0	0.4	0.0	0.0	0.0	0.0	0.0
542200	Employee I/S Meals & Lodging	0.0	0.2	0.0	0.0	0.0	0.0	0.0
542800	State Transp Pool Charges	1.5	1.2	1.5	0.0	1.5	0.0	1.5
543200	Maint - Furn, Fixt, Equipment	4.0	17.7	2.5	0.0	3.4	0.0	3.4
543400	Maint - Property Insurance	0.1	0.0	0.1	0.0	0.1	0.0	0.1
543500	Maint - Supplies	3.5	0.0	2.0	0.0	2.0	0.0	2.0
543700	Maintenance Services	0.0	0.5	2.0	0.0	2.0	0.0	2.0
543820	Maintenance IT	15.9	22.0	26.9	0.0	21.0	0.0	21.0
543830	IT HW/SW Agreements	6.5	8.8	1.1	0.0	7.0	0.0	7.0
544000	Supply Inventory IT	10.0	57.6	14.5	0.0	33.4	0.0	33.4
544100	Supplies-Office Supplies	2.0	12.0	2.5	0.0	2.5	0.0	2.5
544700	Supplies-Clothng,Unifrms,Linen	0.6	0.3	0.6	0.0	0.6	0.0	0.6

State of New Mexico

S-9 Account Code Expenditure Summary

(Dollars in Thousands)

		2025-26 Opbud	2025-26 Actuals	2026-27 Opbud	2027-28 PCF Proj	-------- FY 2028 Agency Request -------- Base	Expansion	Total
544900	Supplies-Inventory Exempt	1.5	0.0	1.5	0.0	1.5	0.0	1.5
545700	ISD Services	18.5	18.3	25.0	0.0	28.2	0.0	28.2
545710	DOIT HCM Assessment Fees	12.6	12.3	13.2	0.0	10.0	0.0	10.0
545900	Printing & Photo Services	1.0	0.8	0.8	0.0	0.8	0.0	0.8
546100	Postage & Mail Services	1.0	1.5	1.0	0.0	1.0	0.0	1.0
546400	Rent Of Land & Buildings	153.0	152.8	154.9	0.0	156.9	0.0	156.9
546500	Rent Of Equipment	4.7	0.8	1.2	0.0	1.2	0.0	1.2
546600	Communications	0.0	2.8	3.0	0.0	4.6	0.0	4.6
546610	DOIT Telecommunications	31.1	30.9	32.4	0.0	35.1	0.0	35.1
546700	Subscriptions/Dues/License Fee	0.0	6.8	1.5	0.0	1.4	0.0	1.4
546800	Employee Training & Education	3.0	2.0	0.2	0.0	0.9	0.0	0.9
546900	Advertising	3.5	0.0	0.6	0.0	0.6	0.0	0.6
547500	Purchases For Resale	20.0	0.0	20.0	0.0	20.0	0.0	20.0
547900	Miscellaneous Expense	105.0	0.3	42.0	0.0	21.4	0.0	21.4
548300	Information Tech Equipment	0.0	0.0	48.0	0.0	48.0	0.0	48.0
549600	Employee O/S Mileage & Fares	2.0	0.2	2.0	0.0	2.0	0.0	2.0
549700	Employee O/S Meals & Lodging	4.0	0.7	4.0	0.0	4.0	0.0	4.0
549800	Brd & Comm O/S Mileage & Fares	0.0	1.3	0.0	0.0	0.0	0.0	0.0
549900	Brd & Comm O/S Meals & Lodgin	0.0	3.6	0.0	0.0	0.0	0.0	0.0
400	**Other**	**405.0**	**355.7**	**405.0**	**0.0**	**411.1**	**0.0**	**411.1**
TOTAL EXPENSE		**3,634.9**	**3,512.3**	**3,809.4**	**3,933.36**	**3,932.6**	**0.0**	**3,932.6**

State of New Mexico

S-13 Line Items by Business Unit Expenditures

(Dollars in Thousands)

BusUnit			Line Item		2025-26 Actuals	2026-27 Opbud	Request Base	Request Expansion	Recommendation Base	Recommendation Expansion	Opbud
36900	P641-R	Records, Information and Archi	520100	Exempt Perm Positions P/T&F/T	145.04	146.6	146.6	0	0	0	0.0
			520300	Classified Perm Positions F/T	1,911.64	1,996.4	2,077.1	0	0	0	0.0
			520600	Paid Unused Sick Leave	4.28	0	4.1	0	0	0	0.0
			520700	Overtime & Other Premium Pay	31.7	35.2	35.2	0	0	0	0.0
			520800	Annl & Comp Paid At Separation	0	0	8.6	0	0	0	0.0
			521100	Group Insurance Premium	378.84	433.6	470.4	0	0	0	0.0
			521200	Retirement Contributions	401.81	420	427.8	0	0	0	0.0
			521300	F I C A	153.8	167	174	0	0	0	0.0
			521400	Workers' Comp Assessment Fee	0.67	0.6	0.6	0	0	0	0.0
			521410	GSD Work Comp Insur Premium	0	1.5	1.4	0	0	0	0.0
			521500	Unemployment Comp Premium	3.54	0	0	0	0	0	0.0
			521600	Employee Liability Ins Premium	10.9	31.4	41.3	0	0	0	0.0
			521700	RHC Act Contributions	41.77	43.2	44.5	0	0	0	0.0
			535200	Professional Services	0	0.5	0.5	0	0	0	0.0
			535209	Professional Svcs - Interagenc	37.42	40.8	41.1	0	0	0	0.0
			535300	Other Services	5.03	50.3	8.5	0	0	0	0.0
			535400	Audit Services	23.68	25	26.2	0	0	0	0.0
			535600	IT Services	6.47	12.3	13.6	0	0	0	0.0
			542100	Employee I/S Mileage & Fares	0.42	0	0	0	0	0	0.0
			542200	Employee I/S Meals & Lodging	0.25	0	0	0	0	0	0.0
			542800	State Transp Pool Charges	1.25	1.5	1.5	0	0	0	0.0
			543200	Maint - Furn, Fixt, Equipment	17.67	2.5	3.4	0	0	0	0.0
			543400	Maint - Property Insurance	0	0.1	0.1	0	0	0	0.0
			543500	Maint - Supplies	0	2	2	0	0	0	0.0
			543700	Maintenance Services	0.5	2	2	0	0	0	0.0
			543820	Maintenance IT	22.01	26.9	21	0	0	0	0.0
			543830	IT HW/SW Agreements	8.8	1.1	7	0	0	0	0.0
			544000	Supply Inventory IT	57.63	14.5	33.4	0	0	0	0.0
			544100	Supplies-Office Supplies	12	2.5	2.5	0	0	0	0.0
			544700	Supplies-Clothng,Unifrms,Linen	0.25	0.6	0.6	0	0	0	0.0
			544900	Supplies-Inventory Exempt	0	1.5	1.5	0	0	0	0.0
			545700	ISD Services	18.25	25	28.2	0	0	0	0.0

S-13 Line Items by Business Unit Expenditures

(Dollars in Thousands)

			545710	DOIT HCM Assessment Fees	12.25	13.2	10	0	0	0	0.0
			545900	Printing & Photo Services	0.76	0.8	0.8	0	0	0	0.0
			546100	Postage & Mail Services	1.46	1	1	0	0	0	0.0
			546400	Rent Of Land & Buildings	152.82	154.9	156.9	0	0	0	0.0
			546500	Rent Of Equipment	0.84	1.2	1.2	0	0	0	0.0
			546600	Communications	2.77	3	4.6	0	0	0	0.0
			546610	DOIT Telecommunications	30.92	32.4	35.1	0	0	0	0.0
			546700	Subscriptions/Dues/License Fee	6.81	1.5	1.4	0	0	0	0.0
			546800	Employee Training & Education	1.95	0.2	0.9	0	0	0	0.0
			546900	Advertising	0	0.6	0.6	0	0	0	0.0
			547500	Purchases For Resale	0	20	20	0	0	0	0.0
			547900	Miscellaneous Expense	0.29	42	21.4	0	0	0	0.0
			548300	Information Tech Equipment	0	48	48	0	0	0	0.0
			549600	Employee O/S Mileage & Fares	0.24	2	2	0	0	0	0.0
			549700	Employee O/S Meals & Lodging	0.7	4	4	0	0	0	0.0
			549800	Brd & Comm O/S Mileage & Fares	1.31	0	0	0	0	0	0.0
			549900	Brd & Comm O/S Meals & Lodgin	3.56	0	0	0	0	0	0.0
Subtotal for:	**36900**	**P641-R**	**Records, Information and Archi**		**3,512.3**	**3,809.4**	**3,932.6**	**0**	**0**	**0**	**0.0**
36900					**3,512.3**	**3,809.4**	**3,932.6**	**0**	**0**	**0**	**0.0**

Totals by Line Item

BusUnit	Line Item		2025-26 Actuals	2026-27 Opbud	Request Base	Request Expansion	Recommendation Base	Recommendation Expansion	Opbud
36900	520100	Exempt Perm Positions P/T&F/T	145.04	146.6	146.6	0	0	0	0.0
	520300	Classified Perm Positions F/T	1,911.64	1,996.4	2,077.1	0	0	0	0.0
	520600	Paid Unused Sick Leave	4.28	0	4.1	0	0	0	0.0
	520700	Overtime & Other Premium Pay	31.7	35.2	35.2	0	0	0	0.0
	520800	Annl & Comp Paid At Separation	0	0	8.6	0	0	0	0.0
	521100	Group Insurance Premium	378.84	433.6	470.4	0	0	0	0.0
	521200	Retirement Contributions	401.81	420	427.8	0	0	0	0.0
	521300	F I C A	153.8	167	174	0	0	0	0.0

(Dollars in Thousands)

521400	Workers' Comp Assessment Fee	0.67	0.6	0.6	0	0	0	0.0
521410	GSD Work Comp Insur Premium	0	1.5	1.4	0	0	0	0.0
521500	Unemployment Comp Premium	3.54	0	0	0	0	0	0.0
521600	Employee Liability Ins Premium	10.9	31.4	41.3	0	0	0	0.0
521700	RHC Act Contributions	41.77	43.2	44.5	0	0	0	0.0
535200	Professional Services	0	0.5	0.5	0	0	0	0.0
535209	Professional Svcs - Interagenc	37.42	40.8	41.1	0	0	0	0.0
535300	Other Services	5.03	50.3	8.5	0	0	0	0.0
535400	Audit Services	23.68	25	26.2	0	0	0	0.0
535600	IT Services	6.47	12.3	13.6	0	0	0	0.0
542100	Employee I/S Mileage & Fares	0.42	0	0	0	0	0	0.0
542200	Employee I/S Meals & Lodging	0.25	0	0	0	0	0	0.0
542800	State Transp Pool Charges	1.25	1.5	1.5	0	0	0	0.0
543200	Maint - Furn, Fixt, Equipment	17.67	2.5	3.4	0	0	0	0.0
543400	Maint - Property Insurance	0	0.1	0.1	0	0	0	0.0
543500	Maint - Supplies	0	2	2	0	0	0	0.0
543700	Maintenance Services	0.5	2	2	0	0	0	0.0
543820	Maintenance IT	22.01	26.9	21	0	0	0	0.0
543830	IT HW/SW Agreements	8.8	1.1	7	0	0	0	0.0
544000	Supply Inventory IT	57.63	14.5	33.4	0	0	0	0.0
544100	Supplies-Office Supplies	12	2.5	2.5	0	0	0	0.0
544700	Supplies-Clothng,Unifrms,Linen	0.25	0.6	0.6	0	0	0	0.0
544900	Supplies-Inventory Exempt	0	1.5	1.5	0	0	0	0.0
545700	ISD Services	18.25	25	28.2	0	0	0	0.0
545710	DOIT HCM Assessment Fees	12.25	13.2	10	0	0	0	0.0
545900	Printing & Photo Services	0.76	0.8	0.8	0	0	0	0.0
546100	Postage & Mail Services	1.46	1	1	0	0	0	0.0
546400	Rent Of Land & Buildings	152.82	154.9	156.9	0	0	0	0.0
546500	Rent Of Equipment	0.84	1.2	1.2	0	0	0	0.0
546600	Communications	2.77	3	4.6	0	0	0	0.0
546610	DOIT Telecommunications	30.92	32.4	35.1	0	0	0	0.0
546700	Subscriptions/Dues/License Fee	6.81	1.5	1.4	0	0	0	0.0

(Dollars in Thousands)

546800	Employee Training & Education	1.95	0.2	0.9	0	0	0	0.0
546900	Advertising	0	0.6	0.6	0	0	0	0.0
547500	Purchases For Resale	0	20	20	0	0	0	0.0
547900	Miscellaneous Expense	0.29	42	21.4	0	0	0	0.0
548300	Information Tech Equipment	0	48	48	0	0	0	0.0
549600	Employee O/S Mileage & Fares	0.24	2	2	0	0	0	0.0
549700	Employee O/S Meals & Lodging	0.7	4	4	0	0	0	0.0
549800	Brd & Comm O/S Mileage & Fares	1.31	0	0	0	0	0	0.0
549900	Brd & Comm O/S Meals & Lodging	3.56	0	0	0	0	0	0.0
	Grand Total	**3,512.3**	**3,809.4**	**3,932.6**	**0**	**0**	**0**	**0.0**

S10 FUND BALANCE

APPROPRIATION REQUEST

FORM S-10 FUND BALANCE PROJECTION

(In Whole Dollars)

Agency:	State Commission of Public Records	Business Unit:	36900
Fund Name:	State Commission-Public Recd	Fund Number:	37100
Legal Auth.			

BEGINNING BALANCE

Unreserved, undesignated fund balance (not cash balance) from SHARE NMS006GL Balance Sheet Report at close of FY26		429,600
ADJUSTMENTS		
Add:		
Interfund receivables, accounts receivables, and other assets not reflected in fund balance from FCD Reports at close of FY26	34,100	
Other (explain in detail)	0	
Deduct:		
Liabilities not reflected in FCD Reports at close of FY26	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	
FY26 revision not reflected in liabilities	0	
	Total Adjustments	34,100
ADJUSTED UNRESERVED, UNDESIGNATED FUND BALANCE at close of FY26		463,700
Add:		
Projected revenue/sources (less fund balance budgeted) for FY27	137,300	
Deduct:		
Projected total expenditures for FY27	(259,800)	
ADJUSTED UNRESERVED/UNDESIGNATED FUND BALANCE at close of FY27		341,200
Add:		
Projected revenue/sources (less fund balance requested) for FY28	135,600	
Deduct:		
Total expenditures budgeted in appropriation request	(259,800)	
ADJUSTED UNRESERVED/UNDESIGNATED FUND BALANCE at close of FY28		217,000

PROGRAM NARRATIVE

P-1 Program Overview

BU	PCode
36900	P641

Program Description: Records, information, and archival management.

Major Issues and Accomplishments:

Major Issues, Accomplishments, Changes included in the Base Budget Request:
Major Issues
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 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 due to an increase in operating costs, specifically expenses pertaining to personnel services, contractual services, and DoIT rates. New Mexico State Personnel Office and our independent auditor are now providing HR and audit services to SRCA at a 5% increase from FY26. Destruction services, DoIT rates, and rent amounts for the Albuquerque Records Center also increase significantly every year.

In addition, SRCA has been without legal counsel for over a year, and currently, does not have budget to fill the position. The agency also has eight employees that are eligible for retirement and will be required to pay out annual and sick leave balances.

P-1 Program Overview

Accomplishments

In FY26, the RMD provided 26 trainings to educate employees on the proper management of public records in compliance with the Public Records Act, including functional scheduling. The division also validated and processed 100% of public records boxes that have met their legal retention.

During FY26, SANM staff provided knowledgeable assistance while responding to 768 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 FY26, OSH conducted 40 educational, research, preservation, and community outreach activities. The state historian also attended 4 Cultural Properties Review Committee meetingsand Historic Marker sub-committee meetings.

During the year, the ALD published all issues of the New Mexico Register by the established deadlines. Approximately 534 rulemaking actions, 190 notices of rulemaking, and 29 other matters related to administrative law were filed and published by the established deadlines. The division also provided 38 rulemaking trainings.

In FY26, ITMD staff provided on-going support for agency websites and applications, including the Centralized Electronic Records Repository. The division also submitted the FY26 vulnerability assessment to DoIT and prepared the FY28 Strategic Plan.

Overview of Request:

17900 General Fund

200 Category $3,431.6 Includes salary and benefits for a vacant attorney position, sick leave payout, and longevity pay. It also includes projected increase in insurance premiums and GSD rates.

300 Category $89.9 Includes appropriate percentage increases in human resources, audit, records destruction, and IT services.

400 Category $151.3 Includes projected increases in GSD rates.

Total General Fund Request $ 3,672.8

20850 Federal Funds

300 Category 40.0 Includes federal funds to be utilized for re-grants to local entities.
Total Federal Fund Request 40.0

37100 Revolving Fund

400 Category 259.8 This amount has remained flat and was calculated using FY27 operating budget amounts.
Total Revolving Fund 259.8

TOTAL FY28 APPROPRIATION REQUEST 3,972.6

Programmatic Changes: Not applicable.

Base Budget Justification: BU 36900

State Records Center and Archives
Justification to Fund FY28 General Fund Base Increase

200 Category
A total base budget increase in the amount of $156,100 is respectfully requested to fill the vacant general counsel position and address insurance and GSD rate increases.

300 Category
A total base budget increase in the amount of $1,000 is respectfully requested to reflect the increase in operating costs associated with significant increases in contract services pertaining to human resources, audit, and IT related services.

400 Category
A total base budget net increase of $6,100 is respectfully requested to cover increases in rent and DoIT rates.

REVENUE EXPENSE COMPARISON

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
SOURCES Totals	**3,672.8**	**259.8**	**0.0**	**0.0**	**3,932.6**
Personal services and employee benefits	3,431.6	0.0	0.0	0.0	3,431.6
Contractual services	89.9	0.0	0.0	0.0	89.9
Other	151.3	259.8	0.0	0.0	411.1
USES Total:	**3,672.8**	**259.8**	**0.0**	**0.0**	**3,932.6**
Net:	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**

P-CODE DETAIL

(E4 & E5)

BU 36900 PCode P641

State of New Mexico

E4 PCode Detail
(Dollars in Thousands)

Fund	Account		2025-26 Actuals	2026-27 Opbud	2027-28 PCF Proj	FY 2028 Agency Request GF	OSF	ISF/IAT	FF	Total	Justification
00000	520300	Classified Perm Positions F/T	0.0	0.0	229.12	0.0	0.0	0.0	0.0	0.0	
00000	521100	Group Insurance Premium	0.0	0.0	27.82	0.0	0.0	0.0	0.0	0.0	
00000	521200	Retirement Contributions	0.0	0.0	66.21	0.0	0.0	0.0	0.0	0.0	
00000	521300	F I C A	0.0	0.0	14.04	0.0	0.0	0.0	0.0	0.0	
00000	521700	RHC Act Contributions	0.0	0.0	8.01	0.0	0.0	0.0	0.0	0.0	
17900	520100	Exempt Perm Positions P/T&F/T	145.0	146.6	146.58	146.6	0.0	0.0	0.0	146.6	Amount requested is to cover salary amount for exempt employee (1 FTE)
17900	520300	Classified Perm Positions F/T	1,911.6	1,996.4	2,288.87	2,077.1	0.0	0.0	0.0	2,077.1	Amount requested is to cover salary amounts for employees (28 FTE's)
17900	520600	Paid Unused Sick Leave	4.3	0.0	0	4.1	0.0	0.0	0.0	4.1	Amount requested is to cover sick leave payout for employees over 600 hours
17900	520700	Overtime & Other Premium Pay	31.7	35.2	0	35.2	0.0	0.0	0.0	35.2	Amount requested is related to all employees who meet published criterion related to longevity pay
17900	520800	Annl & Comp Paid At Separation	0.0	0.0	0	8.6	0.0	0.0	0.0	8.6	Amount requested is to cover annual leave payouts for employees eligible for retirement
17900	521100	Group Insurance Premium	378.8	433.6	436.31	470.4	0.0	0.0	0.0	470.4	Amount requested is for group insurance premiums due to increase in amounts completed in FY27 and FY28
17900	521200	Retirement Contributions	401.8	420.0	463.45	427.8	0.0	0.0	0.0	427.8	Amount requested is related to retirement contributions percentages based salary amounts
17900	521300	F I C A	153.8	167.0	149.34	174.0	0.0	0.0	0.0	174.0	Amount requested is related to FICA percentage based on salary amounts
17900	521400	Workers' Comp Assessment Fee	0.7	0.6	0	0.6	0.0	0.0	0.0	0.6	Amount requested is directed to be consistent with the published schedule.
17900	521410	GSD Work Comp Insur Premium	0.0	1.5	0	1.4	0.0	0.0	0.0	1.4	Amount requested is directed to be consistent with the published schedule.
17900	521500	Unemployment Comp Premium	3.5	0.0	0	0.0	0.0	0.0	0.0	0.0	
17900	521600	Employee Liability Ins Premium	10.9	31.4	0	41.3	0.0	0.0	0.0	41.3	Amount requested is directed to be consistent with the published schedule.
17900	521700	RHC Act Contributions	41.8	43.2	49.69	44.5	0.0	0.0	0.0	44.5	Amount requested is related to RHC Contributions based on salary amounts
	200	**Personal services and employee benet**	**3,084.0**	**3,275.5**	**3,879.45**	**3,431.6**	**0.0**	**0.0**	**0.0**	**3,431.6**	
17900	542100	Employee I/S Mileage & Fares	0.3	0.0	0	0.0	0.0	0.0	0.0	0.0	
17900	542800	State Transp Pool Charges	0.1	0.0	0	0.0	0.0	0.0	0.0	0.0	
17900	543200	Maint - Furn, Fixt, Equipment	11.4	0.0	0	0.0	0.0	0.0	0.0	0.0	
17900	543400	Maint - Property Insurance	0.0	0.1	0	0.1	0.0	0.0	0.0	0.1	Amount requested is related to property insurance

(Dollars in Thousands)

Fund	Account		2025-26 Actuals	2026-27 Opbud	2027-28 PCF Proj	FY 2028 Agency Request GF	OSF	ISF/IAT	FF	Total	Justification
17900	543400	Maint - Property Insurance	0.0	0.1	0	0.1	0.0	0.0	0.0	0.1	Amount requested is related to property insurance
17900	543820	Maintenance IT	8.3	0.0	0	0.0	0.0	0.0	0.0	0.0	
17900	543830	IT HW/SW Agreements	0.7	0.0	0	0.0	0.0	0.0	0.0	0.0	
17900	544000	Supply Inventory IT	55.0	0.0	0	0.0	0.0	0.0	0.0	0.0	
17900	544100	Supplies-Office Supplies	8.1	0.0	0	0.0	0.0	0.0	0.0	0.0	
17900	544700	Supplies-Clothng,Unifrms,Linen	0.3	0.0	0	0.0	0.0	0.0	0.0	0.0	
17900	545700	ISD Services	18.3	25.0	0	28.2	0.0	0.0	0.0	28.2	Amount requested is directed to be consistent with the published schedule.
17900	545710	DOIT HCM Assessment Fees	12.3	13.2	0	10.0	0.0	0.0	0.0	10.0	Amount requested is directed to be consistent with the published schedule.
17900	545900	Printing & Photo Services	0.4	0.0	0	0.0	0.0	0.0	0.0	0.0	
17900	546100	Postage & Mail Services	1.0	0.0	0	0.0	0.0	0.0	0.0	0.0	
17900	546400	Rent Of Land & Buildings	75.9	32.5	0	77.9	0.0	0.0	0.0	77.9	Amount requested is for rent of Albuquerque Records Center (year 12 of 15-year lease).
17900	546610	DOIT Telecommunications	30.9	32.4	0	35.1	0.0	0.0	0.0	35.1	Amount requested is directed to be consistent with the published schedule.
17900	546700	Subscriptions/Dues/License Fee	6.2	0.0	0	0.0	0.0	0.0	0.0	0.0	
17900	546800	Employee Training & Education	1.8	0.0	0	0.0	0.0	0.0	0.0	0.0	
17900	547900	Miscellaneous Expense	0.2	42.0	0	0.0	0.0	0.0	0.0	0.0	
17900	549600	Employee O/S Mileage & Fares	0.2	0.0	0	0.0	0.0	0.0	0.0	0.0	
17900	549700	Employee O/S Meals & Lodging	0.7	0.0	0	0.0	0.0	0.0	0.0	0.0	
17900	549800	Brd & Comm O/S Mileage & Fares	1.3	0.0	0	0.0	0.0	0.0	0.0	0.0	
17900	549900	Brd & Comm O/S Meals & Lodging	3.6	0.0	0	0.0	0.0	0.0	0.0	0.0	
37100	542100	Employee I/S Mileage & Fares	0.2	0.0	0	0.0	0.0	0.0	0.0	0.0	
37100	542200	Employee I/S Meals & Lodging	0.2	0.0	0	0.0	0.0	0.0	0.0	0.0	
37100	542800	State Transp Pool Charges	1.1	1.5	0	0.0	1.5	0.0	0.0	1.5	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.
37100	543200	Maint - Furn, Fixt, Equipment	6.3	2.5	0	0.0	3.4	0.0	0.0	3.4	Amount requested is to service, repair and clean copy machines within agency

BU 36900 PCode P641

E4 PCode Detail
(Dollars in Thousands)

Fund	Account		2025-26 Actuals	2026-27 Opbud	2027-28 PCF Proj	FY 2028 Agency Request GF	OSF	ISF/IAT	FF	Total	Justification
37100	543500	Maint - Supplies	0.0	2.0	0	0.0	2.0	0.0	0.0	2.0	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	2.0	0	0.0	2.0	0.0	0.0	2.0	Amount requested is for pest control services
37100	543820	Maintenance IT	13.7	26.9	0	0.0	21.0	0.0	0.0	21.0	Amount requested is for maintenance of agency IT equipment
37100	543830	IT HW/SW Agreements	8.1	1.1	0	0.0	7.0	0.0	0.0	7.0	Amount requested is for IT premium support for equipment and software services
37100	544000	Supply Inventory IT	2.6	14.5	0	0.0	33.4	0.0	0.0	33.4	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	3.9	2.5	0	0.0	2.5	0.0	0.0	2.5	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	0.6	0	0.0	0.6	0.0	0.0	0.6	Amount requested includes safety clothing for records center and archives staff (e.g., steel toe boots, safety belts, gloves, etc.).

(Dollars in Thousands)

Fund	Account		2025-26 Actuals	2026-27 Opbud	2027-28 PCF Proj	FY 2028 Agency Request GF	OSF	ISF/IAT	FF	Total	Justification
37100	544900	Supplies-Inventory Exempt	0.0	1.5	0	0.0	1.5	0.0	0.0	1.5	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 mainting the functionality of those areas (pellet jacks, ladders, environmental sensors, etc.)
37100	545900	Printing & Photo Services	0.3	0.8	0	0.0	0.8	0.0	0.0	0.8	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	0.4	1.0	0	0.0	1.0	0.0	0.0	1.0	Amount requested is for the following postage needs: general agency, Albuquerque 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	76.9	122.4	0	0.0	79.0	0.0	0.0	79.0	Amount requested is for rent of Albuquerque Records Center (year 10 of 15-year lease).
37100	546500	Rent Of Equipment	0.8	1.2	0	0.0	1.2	0.0	0.0	1.2	Amount requested is for the lease of postage meter machine.
37100	546600	Communications	2.8	3.0	0	0.0	4.6	0.0	0.0	4.6	Amount requested is for telecommunications and fiber internet for Albuquerque records center
37100	546700	Subscriptions/Dues/License Fee	0.6	1.5	0	0.0	1.4	0.0	0.0	1.4	Amount requested is needed to renew memberships related to certified archivists, e-climate-software that supports the environmental monitoring for archive documents and memberships required for record managers and administrators.

(Dollars in Thousands)

Fund	Account		2025-26 Actuals	2026-27 Opbud	2027-28 PCF Proj	FY 2028 Agency Request GF	OSF	ISF/IAT	FF	Total	Justification
37100	546800	Employee Training & Education	0.1	0.2	0	0.0	0.9	0.0	0.0	0.9	The State Records & Archives agency 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	0.6	0	0.0	0.6	0.0	0.0	0.6	By law, the State Records & Archives 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	0.1	0.0	0	0.0	21.4	0.0	0.0	21.4	Amount requested is the fee for the disposal of public records in alternate media (formats such as microform, electronic, etc.). Also includes luggage and other miscellaneous travel expenses.
37100	548300	Information Tech Equipment	0.0	48.0	0	0.0	48.0	0.0	0.0	48.0	Amount requested is to replace outdated computers, laptops, servers etc.
37100	549600	Employee O/S Mileage & Fares	0.0	2.0	0	0.0	2.0	0.0	0.0	2.0	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 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	355.7	405.0	0	151.3	259.8	0.0	0.0	411.1	
TOTAL EXPENSE			3,439.7	3,680.5		3,582.9	259.8	0.0	0.0	3,842.7	

BU	PCode	Department
36900	P641	000000

State of New Mexico

E4/E5 Summary
(Dollars in Thousands)

		2025-26 Actuals	2026-27 Opbud	FY 2028 Agency Request GF	OSF	ISF/IAT	FF	Total
520100	Exempt Perm Positions P/T&F/T	145.0	146.6	146.6	0.0	0.0	0.0	146.6
520300	Classified Perm Positions F/T	1,911.6	1,996.4	2,077.1	0.0	0.0	0.0	2,077.1
520600	Paid Unused Sick Leave	4.3	0.0	4.1	0.0	0.0	0.0	4.1
520700	Overtime & Other Premium Pay	31.7	35.2	35.2	0.0	0.0	0.0	35.2
520800	Annl & Comp Paid At Separation	0.0	0.0	8.6	0.0	0.0	0.0	8.6
521100	Group Insurance Premium	378.8	433.6	470.4	0.0	0.0	0.0	470.4
521200	Retirement Contributions	401.8	420.0	427.8	0.0	0.0	0.0	427.8
521300	F I C A	153.8	167.0	174.0	0.0	0.0	0.0	174.0
521400	Workers' Comp Assessment Fee	0.7	0.6	0.6	0.0	0.0	0.0	0.6
521410	GSD Work Comp Insur Premium	0.0	1.5	1.4	0.0	0.0	0.0	1.4
521500	Unemployment Comp Premium	3.5	0.0	0.0	0.0	0.0	0.0	0.0
521600	Employee Liability Ins Premium	10.9	31.4	41.3	0.0	0.0	0.0	41.3
521700	RHC Act Contributions	41.8	43.2	44.5	0.0	0.0	0.0	44.5
200	**Personal services and employee benel**	**3,084.0**	**3,275.5**	**3,431.6**	**0.0**	**0.0**	**0.0**	**3,431.6**
535200	Professional Services	0.0	0.5	0.5	0.0	0.0	0.0	0.5
535209	Professional Svcs - Interagenc	37.4	40.8	41.1	0.0	0.0	0.0	41.1
535300	Other Services	5.0	50.3	8.5	0.0	0.0	0.0	8.5
535400	Audit Services	23.7	25.0	26.2	0.0	0.0	0.0	26.2
535600	IT Services	6.5	12.3	13.6	0.0	0.0	0.0	13.6
300	**Contractual services**	**72.6**	**128.9**	**89.9**	**0.0**	**0.0**	**0.0**	**89.9**
542100	Employee I/S Mileage & Fares	0.4	0.0	0.0	0.0	0.0	0.0	0.0
542200	Employee I/S Meals & Lodging	0.2	0.0	0.0	0.0	0.0	0.0	0.0
542800	State Transp Pool Charges	1.2	1.5	0.0	1.5	0.0	0.0	1.5
543200	Maint - Furn, Fixt, Equipment	17.7	2.5	0.0	3.4	0.0	0.0	3.4
543400	Maint - Property Insurance	0.0	0.1	0.1	0.0	0.0	0.0	0.1
543500	Maint - Supplies	0.0	2.0	0.0	2.0	0.0	0.0	2.0
543700	Maintenance Services	0.5	2.0	0.0	2.0	0.0	0.0	2.0
543820	Maintenance IT	22.0	26.9	0.0	21.0	0.0	0.0	21.0
543830	IT HW/SW Agreements	8.8	1.1	0.0	7.0	0.0	0.0	7.0
544000	Supply Inventory IT	57.6	14.5	0.0	33.4	0.0	0.0	33.4
544100	Supplies-Office Supplies	12.0	2.5	0.0	2.5	0.0	0.0	2.5
544700	Supplies-Clothng,Unifrms,Linen	0.3	0.6	0.0	0.6	0.0	0.0	0.6
544900	Supplies-Inventory Exempt	0.0	1.5	0.0	1.5	0.0	0.0	1.5

E4/E5 Summary
(Dollars in Thousands)

		2025-26 Actuals	2026-27 Opbud	FY 2028 Agency Request GF	OSF	ISF/IAT	FF	Total
545700	ISD Services	18.3	25.0	28.2	0.0	0.0	0.0	28.2
545710	DOIT HCM Assessment Fees	12.3	13.2	10.0	0.0	0.0	0.0	10.0
545900	Printing & Photo Services	0.8	0.8	0.0	0.8	0.0	0.0	0.8
546100	Postage & Mail Services	1.5	1.0	0.0	1.0	0.0	0.0	1.0
546400	Rent Of Land & Buildings	152.8	154.9	77.9	79.0	0.0	0.0	156.9
546500	Rent Of Equipment	0.8	1.2	0.0	1.2	0.0	0.0	1.2
546600	Communications	2.8	3.0	0.0	4.6	0.0	0.0	4.6
546610	DOIT Telecommunications	30.9	32.4	35.1	0.0	0.0	0.0	35.1
546700	Subscriptions/Dues/License Fee	6.8	1.5	0.0	1.4	0.0	0.0	1.4
546800	Employee Training & Education	2.0	0.2	0.0	0.9	0.0	0.0	0.9
546900	Advertising	0.0	0.6	0.0	0.6	0.0	0.0	0.6
547500	Purchases For Resale	0.0	20.0	0.0	20.0	0.0	0.0	20.0
547900	Miscellaneous Expense	0.3	42.0	0.0	21.4	0.0	0.0	21.4
548300	Information Tech Equipment	0.0	48.0	0.0	48.0	0.0	0.0	48.0
549600	Employee O/S Mileage & Fares	0.2	2.0	0.0	2.0	0.0	0.0	2.0
549700	Employee O/S Meals & Lodging	0.7	4.0	0.0	4.0	0.0	0.0	4.0
549800	Brd & Comm O/S Mileage & Fares	1.3	0.0	0.0	0.0	0.0	0.0	0.0
549900	Brd & Comm O/S Meals & Lodging	3.6	0.0	0.0	0.0	0.0	0.0	0.0
400	**Other**	**355.7**	**405.0**	**151.3**	**259.8**	**0.0**	**0.0**	**411.1**
TOTAL EXPENSE		**3,512.3**	**3,809.4**	**3,672.8**	**259.8**	**0.0**	**0.0**	**3,932.6**

BU 36900 PCode P641

State of New Mexico

Contract by PCode Detail

(Dollars in Thousands)

Fund	Account		#	Contract Purpose	Actuals	FY 2028 Agency Request GF	OSF	ISF/IAT	FF	Total	Justification
17900	535200	Professional Services	1000		0.0	0.5	0.0	0.0	0.0	0.5	Amount requested for ASL interpreter services needed for presentations or trainings.
17900	535209	Professional Svcs - Interagen	1000		37.4	41.1	0.0	0.0	0.0	41.1	Amount requested for human resource services-projected MOU amount. SRCA does not have a human resource employee.
17900	535300	Other Services	1000		5.0	8.5	0.0	0.0	0.0	8.5	Amount requested for record destruction services needed in order to meet retention policies.
17900	535400	Audit Services	1000		23.7	26.2	0.0	0.0	0.0	26.2	Amount requested for auditor services based on auditor actual quote.
17900	535600	IT Services	1000		6.5	13.6	0.0	0.0	0.0	13.6	Amount requested for IT annual website hosting, annual cloud based search engines, and replacement of routers
20850	535300	Other Services	1000		0.0	0.0	0.0	0.0	0.0	0.0	
	TOTAL EXPENSE				**72.6**	**89.9**	**0.0**	**0.0**	**0.0**	**89.9**	

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 New Mexicans.

Performance Measures:		2025-26 Target	2025-26 Result	Met Target	Year End Result Narrative
Outcome	Number of records described and made available online via a descriptive finding aid to support law enforcement, attorneys, the courts and the public	Discont	0	No	
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	In FY26, 100% of records custodian requests to access public records stored in the records were fulfilled within 24 business hours. Also, 100% of requests to access archival holdings were completed within two hours of the on-site request, adhering to any applicable laws.
Output	Number of agency educational, research, preservation and community outreach activities that foster and facilitate an appreciation and understanding of New Mexico history and culture	50	50	Yes	In FY26, the Office of the State Historian conducted 50 educational, research, preservation, and community outreach activities. Including presentations, and interviews with local media.
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	8,000	11,836	Yes	In FY26, the State Archives of New Mexico exceeded its FY26 target number of permanent records that were rehoused, described or reproduced to be made accessible to the public and other stakeholders.
Output	Number of state employee trainings on filing and publishing notices of rulemaking and rules in compliance with the State Rules Act	24	148	Yes	In FY26, the Administrative Law Division provided a total of 148 employee trainings.
Output	Number of trainings offered to state employees on the proper management of public records in compliance with the Public Records Act	24	36	Yes	In FY26, the Records Management Division exceeded its target and conducted 36 trainings on the proper management of public records in compliance with the Public Records Act.
Quality	Number of days to compile and post all rules onto the New Mexico Administrative Code website from their effective date	30	6	Yes	In FY26, the Administrative Law Division posted all rules onto the New Mexico Administrative Code website an average of 6 days from their effective date.

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 New Mexicans.

Performance Measures:		2024-25 Actual	2025-26 Actual	2026-27 Budget	2027-28 Request	2027-28 Recomm
Quality	Number of days to compile and post all rules onto the New Mexico Administrative Code website from their effective date	35	6	30	30	
Output	Number of trainings offered to state employees on the proper management of public records in compliance with the Public Records Act	66	36	24	24	
Output	Number of state employee trainings on filing and publishing notices of rulemaking and rules in compliance with the State Rules Act	190	148	24	24	
Output	Number of agency educational, research, preservation and community outreach activities that foster and facilitate an appreciation and understanding of New Mexico history and culture	120	50	55	55	
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	27,362	11,836	10,000	10,000	
Outcome	Number of records described and made available online via a descriptive finding aid to support law enforcement, attorneys, the courts and the public	0	Discont	Discont	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	200%	100%	100%	100%	

STRATEGIC PLAN

NEW MEXICO
State Records Center and Archives
COMMISSION OF PUBLIC RECORDS
Your Access to Public Information

STRATEGIC PLAN
FISCAL YEAR 2024-2028
FY27 Annual Performance Measures

TABLE OF CONTENTS

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 State Records Center and Archives 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, which 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 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;

- 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;

- 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;

- 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 2027.

During 2025 SRCA completed notable transitions. A new chief financial officer joined the financial team and together with the deputy state records administrator implemented new policies and procedures to further improve functionality and efficiency. A new chief information officer and customer support person replaced departing employees from the information technology management division. We completed the replacement of the state archive's proprietary collection management platform with a cost-effective, open-source program, ArchivesSpace. This important change unites the state archives with the other major research repositories and university archives in New Mexico. This change promises to make our important collections even more accessible. This online collection guide is more user friendly than our previous system. It will enhance the knowledge of our archival holdings and improve access to them throughout the network of linked institutions. Finally, we have upgraded the agency's website to that it is now ADA Title II compatible.

Rick Hendricks, PhD
State Records Administrator

MONITORING PLAN

Monitoring progress in meeting the strategic goals and specific annual action steps has always been 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 20th 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 2027 LEGISLATIVE PERFORMANCE MEASURES

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

Additional FY27 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 records preserved, rehoused, described, and made available online via a descriptive finding aid to support law enforcement, attorneys, the courts, and the public. 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

Percentage of requests by records custodians for access to public records in the records center within 24 business hours and percentage of requests to access archival holdings within two hoursof 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 state records administrator 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 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.

STATE ARCHIVES OF NEW MEXICO

RESPONSIBILITY

The State Archives is the central archival repository 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 are available via ArchivesSpace, the online catalog. The division offers reference assistance on-site, by telephone, by mail, and by e-mail.

CUSTOMERS

Customers include the CPR, the agency's other 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 records 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.

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 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 records repositories.

SERVICES

- Establish standards for efficient management of state agency records;
- Proper disposition of public records and non-records;
- Advise local governments and historical records 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 AWARENESSOF 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.

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 divisions and those they serve, other state agencies, the governor and legislature, the citizens of New Mexico, local and tribal governments, and historical records 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 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.

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.
- 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 divisions and the customers they serve state agencies, the governor and legislature, the citizens of New Mexico, local and
tribal governments, and historical records 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 website.
- 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 website 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 requests to staff within two hours of request, and review requests quarterly to identify systemic areas that might be improved.

IT PLAN

NEW MEXICO
State Records Center and Archives
COMMISSION OF PUBLIC RECORDS

Fiscal Year 2028

State Records Center and Archives (SRCA)

IT STRATEGIC PLAN

September 1, 2026

Lucas Iben

Chief Information Officer

Table of Contents

I. EXECUTIVE SUMMARY

- Preserve, protect, and provide access to public records for the people of New Mexico.
- SRCA IT's 2 main objectives are data protection and system security. We leverage multiple forms of data management and security tools to achieve this goal.
- No major priority changes.

II. AGENCY OVERVIEW

A. Agency Mission

The mission of SRCA is to:

- Preserve, protect, and provide access to public records for the people of New Mexico.
- Ensure state agency rules are promulgated, filed, and published as prescribed by law.
- Increase the public's knowledge and access of New Mexico's historical and cultural resources.
- Develop records and information management programs for government agencies as prescribed by law.

B. Agency Goals

The strategic goals of SRCA are to:

- Manage, preserve, and provide access to New Mexico state and local government records, rules, and historical archives.
- Build awareness of agency resources and services.

These goals are supported by ITMD through providing and supporting the SRCA website, business applications, system infrastructure, and data backups.

C. Vision and Priorities

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

SRCA's plan focuses on meeting the DoIT's and NIST compliance standards that are a result of rising cybersecurity threats. SRCA will continue to address vulnerabilities by upgrading and securing our IT infrastructure.

ITMD supports the vision of SRCA by:

- Replace end-of-life desktop computers, laptops, servers, network equipment, and software.
- Deploying a failover server to secondary location to provide critical network services in case primary location is compromised.

- Continue to improve our security by utilizing MS Defender and coordinating with CSW to identify, address, and mitigate security vulnerabilities within our network environment.
- Improve our visitors' experience to our archives division by maintaining computers and guest Wi-Fi used by the public.
- Maintaining and upgrading all third-party applications.
- Maintaining current content for our website.

D. Agency Description and IT Organization Structure

SRCA has 3 main priorities which are supported by 3 divisions of the agency.

DI. General Support for all divisions.

a. All divisions take advantage of the Zoom meetings, printers, network shares, laptops, network security, remote work access, and hardware/software support provided by IT.

DII. Administrative Law Division (ALD) is the filing point for rules promulgated by executive-branch agencies, for interstate compacts, and for county subdivision regulations.

a. IT supports ALD by maintaining Adobe InDesign availability and SRCA website functionality.

DIII. Historical Archives (AHS) 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.

a. IT supports AHS by managing digitized resources, providing computers for public use, and ensuring a connection to Ancestry.com.

DIV. The mission of the Records Management Division (RMD) is to assist government agencies with the development of efficient and effective records management programs.

a. IT supports RMD by managing Content Manager (physical and digital records management software), managing the CERR SQL DB (the SQL DB Content Manager runs on), and maintaining the Records Information Management training schedule on the SRCA website.

DV. IT ENVIRONMENT

A. Major Applications

1. Content Manager v 24.4

a. This application manages and organizes both our email and physical records. With this program, RMD staff can search stored emails, manage our physical records inventory, and apply retention schedules to both physical and email records.

b. Runs on top of the CERR SQL DB.

TABLE 1.1: Major Applications

Application Name	Purpose / What It Does	Mission Critical? (Yes/No)	Data Types Handled	Hosting Type (On-Prem / Cloud / SaaS)	Vendor or Internal
Content Manager	Tracks physical records stored in our vaults. Tracks and index's digital records stored in data repositories.	YES	Miscellaneous. Emails and Word Docs contain a variety of different information types.	On-Prem	Internal Vendor support form Information First.

B. Security

1. Security plan utilizes CSW scans to detect vulnerabilities and then patching those vulnerabilities via AutoMox (a remote patch management and control utility) or manual intervention.
2. Annual Computer security training provided through ELM is required.

C. Agency IT Certified Projects – NONE

TABLE 1.2: Current Certified IT 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	

D. Workforce

i. Full Time Internal IT Employees

Classification	Positions Filled	Positions Vacant	Classification
CIO	1	0	Admin
Network Admin	1	0	Net, Sec, Sys
Senior IT Support Tech	1	0	App, Sys, Deployment

Teleworking (%)	Working in the Office (%)	Hybrid Schedule (%)

0%	0%	100%

ii. IT Professional Services Contractors

Service Category	Contract Vendor Name	Number of Contract Personnel
N/A	N/A	N/A

E. Challenges

No.	Agency IT Challenge Description	Potential Opportunities to Address the IT Challenge Description
1	Fixed Agency Budget - Our agency operates on a fixed budget that does not receive yearly increases of any kind. Every year we are forced to stretch our resources further to keep up with increased costs. Eventually our ability to operate effectively will become compromised.	Unknown. We have no advocates for our agency in the current NM administration.
2	Office 365 and Microsoft Azure services availability – Due the nature of the SoNM agreement with Microsoft, all control of and contracts regarding Microsoft services and products must go through DoIT. This means that agencies are unable to independently work with Microsoft so their ability to use M365 and Azure utilities is severely hindered.	Unknown. DoIT must implement controls so agencies can utilize and manage M365 and Azure effectively. To my knowledge, this has not happened.

IV. FY26 KEY ACCOMPLISHMENTS

SRCA IT has ensured the safety and availability of records and services we provide to the public by utilizing multiple systems, applications, and hardware appliances.

A. FY26 Strategic IT Accomplishments

TABLE 1.3a: Priority 1

STRATEGIC PRIORITY 1 – Records Preservation
The safety and integrity of the records our agency was created to manage.

FY26 Strategy 1	Veeam Immutable Backups
Accomplishments	Creates immutable backups with increased resistance to ransomware attacks.
Outcomes/Metrics	All servers and data stores now have daily immutable backups.
FY26 Strategy 2	Air Gapped Backups
Accomplishments	Creates backups on external drives that increase survivability from environmental disasters.
Outcomes/Metrics	Weekly backups on external drives to defend against environmental disasters.
FY26 Strategy 3	Redundant Data Stores in ABQ Site
Accomplishments	Creates hourly file data backup in ABQ for faster recovery from possible disaster.
Outcomes/Metrics	Data is backed up frequently, so restored data is more current, and less productivity is lost in event of recovery.
FY26 Strategy 4	
Accomplishments	
Outcomes/Metrics	

TABLE 1.3b: Priority 2

STRATEGIC PRIORITY 2 – Remote Security and Support	
Supporting SRCA staff and patrons, directly and indirectly, from anywhere.	
FY26 Strategy 1	Automox patch management and remote configuration tools.
Accomplishments	Create policies, schedules, and scripts to regularly update and configure remote machines for staff that are working from home.
Outcomes/Metrics	Increased security for all SRCA devices regardless of location.
FY26 Strategy 2	Meraki VPN
Accomplishments	Creates secure and encrypted connection to SRCA local resources.
Outcomes/Metrics	Increased security of SRCA network for remote staff and local resources.
FY26 Strategy 3	
Accomplishments	

Outcomes/Metrics	
FY26 Strategy 4	
Accomplishments	
Outcomes/Metrics	

B. FY26 Other Key IT Accomplishments

SRCA IT has worked to improve its ability to assist patrons and staff.

TABLE 1.4: Other FY26 Key IT Accomplishments

APPLICATION	
Accomplishment	N/A
Value or Impact	N/A
DATA	
Accomplishment	N/A
Value or Impact	N/A
PROCESS IMPROVEMENT	
Accomplishment	N/A
Value or Impact	N/A
WORKFORCE	
Accomplishments	N/A
Value or Impact	N/A
CUSTOMER SERVICE	
Accomplishments	New Laptop Deployments
Value or Impact	New laptops have increased HDD space to scale with user needs.
TELEWORK	
Accomplishments	Automox patch management and remote configuration tools

Value or Impact	Constantly deploying new security and issue fixes via Automox tools.
SECURITY	
Accomplishments	Automox patch management and remote configuration tools
Value or Impact	Constantly deploying new security and issue fixes via Automox tools.

V. FY28 IT STRATEGIC GOALS AND STRATEGIES

The main goal of SRCA IT is data protection and data security.

TABLE 1.5a: Strategic Goals Priority 1

STRATEGIC PRIORITY 1 – Records Preservation	
Goal Statement	
FY28 Strategy 1	Veeam Immutable Backups
Outcomes/Metrics	Ensure daily immutable backup created for all servers and data stores.
FY28 Strategy 2	Redundant Data Stores in ABQ Site
Outcomes/Metrics	Data is backed up frequently, so restored data is more current, and less productivity is lost in event of recovery.
FY28 Strategy 3	Air Gapped Backups
Outcomes/Metrics	Weekly backups on external drives to defend against environmental disasters.
FY28 Strategy 4	Process Automation
Outcomes/Metrics	Automating routine processes to insure data maintenance and security processes are completed regardless of staff workload.

TABLE 1.5b: Strategic Goals Priority 2

STRATEGIC PRIORITY 2 – Strategy Name	
Goal Statement	
FY28 Strategy 1	Automox patch management and remote configuration tools.
Outcomes/Metrics	Increased security for all SRCA devices regardless of location.
FY28 Strategy 2	Meraki VPN
Outcomes/Metrics	Increased security of SRCA network for remote staff and local resources.
FY28 Strategy 3	
Outcomes/Metrics	
FY28 Strategy 4	
Outcomes/Metrics	

TABLE 1.5c: Strategic Goals Priority 3

STRATEGIC PRIORITY 3 – Future Proofing	
Goal Statement	
FY28 Strategy 1	Perform web presence assessment with accessibility standard WCAG 2.1 AA
Outcomes/Metrics	Determine gap between current state against standard for accessibility standard.
FY28 Strategy 2	Containerization
Outcomes/Metrics	Containerize our application infrastructure to improve performance, backup times, and security.
FY28 Strategy 3	Cloud Migration

Outcomes/Metrics	Move IT systems to a cloud environment to maximize remote accessibility and minimize SRCA attack surface.
FY28 Strategy 4	Temperature Controls
Outcomes/Metrics	Implement modern temperature monitoring and management tools for our environment.

VI. IT FISCAL AND BUDGET MANAGEMENT

Information Technology (IT) Operating Budget (C1)

To update this table, please double click on the embedded spreadsheet and add the required information.
Before exiting the spreadsheet, please make sure to scroll up. Otherwise, the entries of this table will not be fully previewed.□

Agency Name				Agency Code	
Base Request Operational Support of IT. Check one of the options below:				Flat Budget	Expansion from previous year
Yes/No					
Revenue IT Base Budget (dollars in thousands)					
Appropriation Funding Type	FY25 Actual	FY26 Actual	FY27 OpBud	FY28 Request	FY29 Estimate
General Fund	338.8	374.7	379.3.	384.1	384.1
Other State Funds	123.0	135.5	132.5	130.8	130.8
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
Total	461.8	510.2	511.8	514.9	514.9

Expenditure Categories *(dollars in thousands)*					
Category or Account Description	FY25 Actual	FY26 Actual	FY27 OpBud	FY28 Request	FY29 Estimate
Personal Services & Employee Benefits	180.9	327.7	367.0	370.5	370.5
Contractual & Professional Services	54.2	6.5	12.3	13.6	13.6
IT Other Services	114.1	164.2	132.5	130.8	130.8
Other Financing Uses		0.0	0.0	0.0	0.0
Total	349.2	498.4	511.8	514.9	514.9

VII. C2 COMPUTER SYSTEM ENHANCEMENT FUNDING (CSEF) REAUTHORIZATION

C. Previously Issued Supplemental Funding

N/A

D. List of C2 Funding Requests

N/A

E. Requested Reauthorizations

N/A

TABLE 1.7: Request for Reauthorization of C2 Appropriations

<table>
<tr><th colspan="4">Information Technology Request for Reauthorization of C2 Appropriations</th></tr>
<tr><td>Agency Name</td><td></td><td>Agency Code</td><td></td></tr>
<tr><td>Lead Agency Name Listed on Appropriation</td><td></td><td>Project Name</td><td></td></tr>
<tr><td colspan="3"># of Reauthorization Requests</td><td></td></tr>
<tr><td colspan="2">Source of Authorization
(e.g. Laws 2022, Chapter 54, Section 7 (12) or Grant/Federal Fund #)</td><td>Appropriation Amount
(in thousands)</td><td>Remaining Balance
(in thousands)</td></tr>
<tr><td colspan="2"></td><td>0.0</td><td>0.0</td></tr>
<tr><td colspan="2"></td><td>0.0</td><td>0.0</td></tr>
<tr><td colspan="2"></td><td>0.0</td><td>0.0</td></tr>
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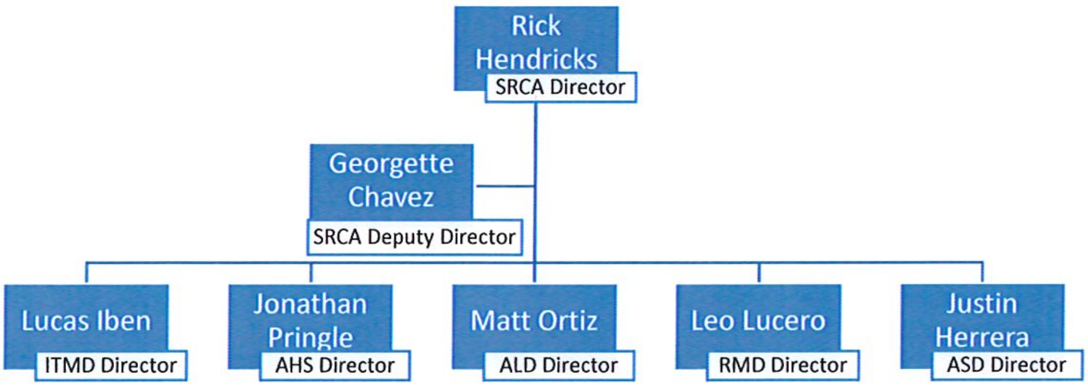
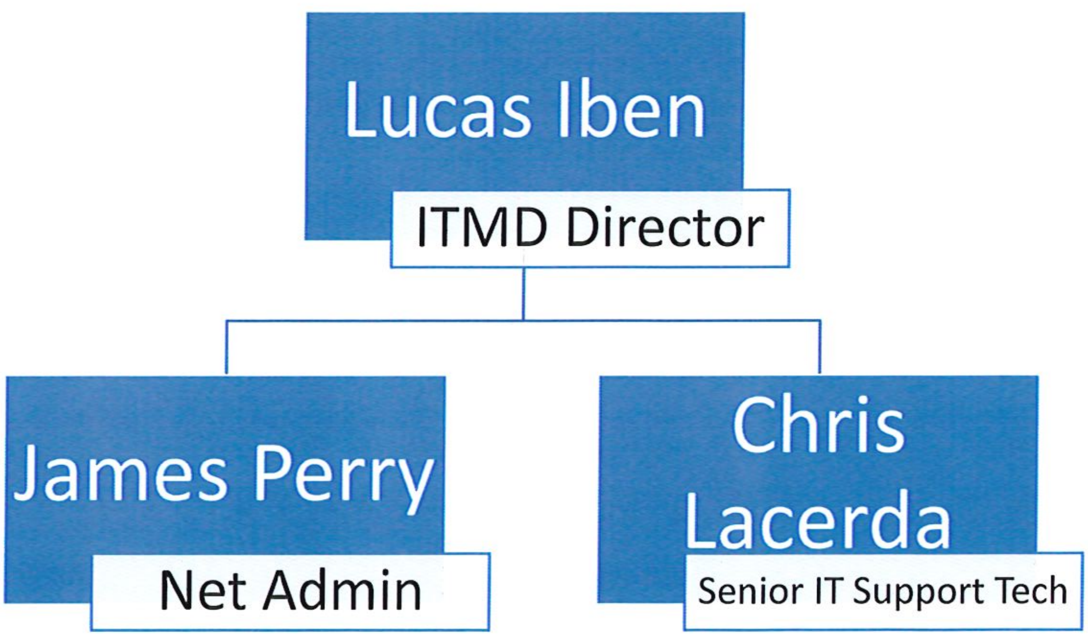
<tr><td colspan="2"></td><td>0.0</td><td>0.0</td></tr>
<tr><td colspan="2"></td><td>0.0</td><td>0.0</td></tr>
<tr><td>Total amount appropriated for project life
(in thousands)</td><td></td><td>Will the project be completed within the next fiscal year?</td><td>☐ Yes
☐ No</td></tr>
<tr><td>Reason for Requesting Reauthorization</td><td colspan="3"></td></tr>
</table>

APPENDICES

APPENDIX I: AGENCY ORGANIZATION CHART



APPENDIX II: IT ORGANIZATION CHART



APPENDIX III: C2 IT DATA PROCESSING CSEF

[Double-click to open linked excel table to update]

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

Agency Name	Agency Code	Project Name		
If Multi-Agency Project, please list the Participating Agencies.		Priority	Projected Start Date	Projected End Date

Revenue Project Cost *(dollars in thousands)*				
Category or Account Description	FY26 & Prev Actual	FY27 Budget	FY28 Request	Total
General Fund (CSEF)	0.0	0.0	0.0	0.0
Other State Funds *(*specify funds below)*	0.0	0.0	0.0	0.0
Federal Funds	0.0	0.0	0.0	0.0
Internal Svc Funds/Interagency Transfer	0.0	0.0	0.0	0.0
Total	**0.0**	**0.0**	**0.0**	**0.0**
*If Other State Funds, Specify Funding Source/Fund Name				

Expenditure Categories *(dollars in thousands)*				
	FY26 & Prev Actual	FY27 Budget	FY28 Request	Total
Personal Services & Employee Benefits	0.0	0.0	0.0	0.0
Professional Services	0.0	0.0	0.0	0.0
Travel/Lodging	0.0	0.0	0.0	0.0
IT Hardware	0.0	0.0	0.0	0.0
IT Software	0.0	0.0	0.0	0.0
Other	0.0	0.0	0.0	0.0
Total	**0.0**	**0.0**	**0.0**	**0.0**

Strategic Plan Approval

[**Mandatory** signature page for approval of the IT strategic plan]

	Print Name and Sign		Date
Agency Cabinet Secretary/ Director	Rick Hendricks	Rick Hendricks Digitally signed by Rick Hendricks Date: 2026.08.21 08:57:51 -06'00'	08/21/2026
Agency Chief Information Officer or IT Lead	Lucas Iben	Lucas Iben Digitally signed by Lucas Iben Date: 2026.08.21 11:18:23 -06'00'	08/21/2026
Agency Chief Finance Officer	Darlene Martinez	Darlene Martinez Digitally signed by Darlene Martinez Date: 2026.08.26 08:22:17 -06'00'	08/26/2026

VACANCY RATE SUMMARY

Records, Information and Archival Management

BU 36900
PCode P641

State of New Mexico

Vacancy Rate Summary (3900)

Account/Vac Rate	2026 Auth FTE	2025 Sept	2025 Oct	2025 Nov	2025 Dec	2026 Jan	2026 Feb	2026 March	2026 April	2026 May	2026 June	2026 July	2026 Aug	Justification
AUTHFTE	35.00	9.00	9.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	sitions were not filled due to budget con
VACANCY RATE	0.00%	25.71%	25.71%	22.86%	22.86%	22.86%	22.86%	22.86%	22.86%	22.86%	22.86%	22.86%	22.86%	

BU	PCode	Department
36900	P641	000000

State of New Mexico

FTE Count Requests by PCode (2100)

(Dollars in Thousands)

Account	Account Name	Fund	2026-27 Opbud FTE	2027-28 PCF Projection	2027-28 FTE Request	Justification
810	Permanent	00000	0.00	4.00	0.00	
		17900	0.00	31.00	35.00	Total Exempt F/T and Perm F/T positons for agency
		Permanent Subtotal	0.00	35.00	35.00	
		Total FTEs	0.00	35.00	35.00	

NON-RECURRING

State of New Mexico

SPECIALS, SUPPLEMENTALS AND DEFICIENCIES DFA

(Prepare separate forms for each request)

BU: 36900

Agency: State Commission of Public Records

Program:

Analyst: Darlene Martinez

Phone: 505-426-7997

Request Type: Special (FY 28)

Rank: 0

TOTAL SOURCES MUST EQUAL TOTAL USES

(Dollars in Thousands)

Sources		Uses	
Revenue Account	**Amount**	**Uses Account**	**Amount**
General Fund Transfers	95.4	Personal Services & Employee Be	95.4
Total Sources	**95.4**	**Total Uses**	**95.4**

Full Time Equivalents (FTE)	
Type	**Amount of FTE**
	0.00
Total FTE	**0.00**

Request is related to a recurring expense	**No**
Request is related to a capital request	**No**
Request is related to proposed legislation	**No**

Language requested for inclusion in General Appropriations Act (Please Follow Legislative Bill Drafting Conventions - See Instructions)

To cover costs related to employees who will be eligible to retire in fiscal year 2028.

Justification Quantitative Data (Description)

Please reference attached worksheets for additional detail of this non-recurring request.

Request: Provide a brief description of what the request does, how the dollars will be spent and explain why it is a nonrecurring need.

Request is related to sick leave payouts that exceed the average base budget amount in FY28.

Request is for employees who are eligible to retiree in FY28 and have annual accruals over 240 hours. Employees will need to be paid out upon retirement.

Request is for FICA taxes related to these payout requests.

Request: How the dollars will be spent.

The money will be spent on projected sick leave payouts and employees who will be eligible for retirement in FY28. This money will ensure that our agency does not end up in deficit due to these additional expenses.

Request: Explain why request is nonrecurring need.

The agency does not normally have eight employee eligible for retirement during the same fiscal year. Therefore, the need to prepare for this additional cost is imperative.

Consequences: Provide a brief description of consequences of not funding a performance and accountability task.

The agency will risk surpassing expenses for personal services and employee benefits and will exceed our operating budget amount. The sick leave accrual expenses and (eight) retiree employees will need to be paid out.

Performance: How will agency performance be affected.

Agency will not be able to pay employees for sick leave payouts and will not be able to pay for annual accruals over 240 hours to employees who are eligible for retirement. The agency will not be able to pay out salaries for current employees and will not be able to meet payroll expenses.

Performance: How will agency performance will be improved.

Agency will be able to meet personal services and employee benefits expenses without exceeding budget authority.

Brief description of problem agency is addressing.

There will be eight employees who are eligible for retirement and these expenses must be encumbered in FY28 in order ensure that the agency does not exceed budget.

	A	B	C	D	E	F
1	**Nonrecurring - Specials - State Commission of Public Records -36900**					
2	**Agency**	**Item #**	**Amount (thousands)**	**Description**	**Notes (stipulate if seeking to submit as GRO)**	**Supplementary Files**
3	NM State Records & Archives 36900	520600	3.9	Encumbrance for upcoming sick leave payouts		
4	NM State Records & Archives 36900	520800	84.7	Encumbrance for upcoming eligible retiree payouts (8) retirees.		
5	NM State Records & Archives 36900	521300	6.8	Encumbrance for upcoming eligible retiree FICA taxes		
6	**TOTAL**		**95.4**			

STATE COMMISSION OF PUBLIC RECORDS (36900)						
FY ELIGIBLE	ANNUAL LEAVE HOURS	PAY RATE	TOTAL ANL PROJECTED PAYOUT	SICK LEAVE HOURS 600+	TOTAL S/L PROJECTED PAYOUT	TOTAL
2028	240	70.201	$ 16,848.24	104	$ 3,650.40	$ 20,498.64
2028	240	64.403	$ 15,456.72	0	$ -	$ 15,456.72
2026	240	53.751	$ 12,900.24	0	$ -	$ 12,900.24
2025	240	32.014	$ 7,683.36	33	$ 1,056.46	$ 8,739.82
2023	240	30.215	$ 7,251.60	0	$ -	$ 7,251.60
2027	240	48.627	$ 11,670.48	134	$ 3,257.94	$ 14,928.42
2026	240	38.193	$ 9,166.32	0	$ -	$ 9,166.32
2025	240	51.454	$ 12,348.96	0	$ -	$ 12,348.96
FICA	XXXX	XXXX	$ 6,800.00			$ 6,800.00
Base Budget Request based on 4YR AVG			**(8,600.00)**		**(4,100.00)**	**(12,700.00)**
Non-Recurring Request			**$ 91,525.92**		**$ 3,864.80**	**$ 95,390.72**