Capitol Buildings Master Plan

Findings and Recommendations:
State Records Center and Archives (SRCA)

November 16, 2009
Capitol Buildings Planning Commission Meeting
Agenda

✓ Summary
  ▶ Study Goals
  ▶ Summary Findings
  ▶ Recommendations

✓ Additional Information
  ▶ Background
  ▶ Supply Factors
  ▶ Demand Factors
    • Historic
    • Projected
Study Goals
Study Goals

✓ Project long-range records and archives growth by type (paper, electronic, microfilm), agency, and general location in the Santa Fe, Albuquerque and Las Cruces metropolitan areas;

✓ Identify space requirements to meet projected demand;

✓ Identify capacity of existing facilities to meet existing and projected demand; and

✓ Identify alternatives and strategies to meet needs in the Santa Fe, Albuquerque and Las Cruces metropolitan areas
Summary Findings
Summary Findings

✓ SRCA is established by statute and provides at no cost to state agencies storage facilities for inactive and permanent records

✓ “Records” means information preserved by any technique in any medium now known, or later developed, that can be recognized by ordinary human sensory capabilities either directly or with the aid of technology (paper and electronic records)

✓ To meet this statutory requirement, the Records Center Bureau operates two State Records Centers with locations in Santa Fe and Albuquerque with about 74,000 NASF

✓ The purpose of these centers is to handle storage, withdrawals, and disposition of records
Summary Findings

- Can send archival (permanent) records directly to archives
- Can send inactive records to a state records facility
- A portion can be archival (permanent) records
- At end of retention period
- Transfer to archives
- Agency can take back
- Can destroy (with permission of SRCA)
- Can choose to store on-site
- Agency can destroy
- Other sources can go directly to archives
- Subject to state statutes governing records retention and disposal

Records and Archives Flow Diagram
Summary Findings

✓ SRCA has two sites

Santa Fe (state-owned)

• West Capitol Complex
• Carruthers Building
  – 133,402 GSF (shared by the SRCA and the State Library)
  » 52,500 NASF of this total is dedicated to the SRCA
  » 11,000 of this total is common space (shared with the State Library)
  – Has a records center and archives vault

Albuquerque (leased)

• 4320 Yale Blvd NE, Renaissance Area
  – 11,870 LSF, 10,555 USF, current lease $82,496.50 / year
• Just a records center

Space Devoted to Records and Archives

<table>
<thead>
<tr>
<th>Area</th>
<th>NASF</th>
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<tbody>
<tr>
<td>Santa Fe</td>
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<tr>
<td>Albuquerque</td>
<td>10,555</td>
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<td>Total</td>
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<tr>
<td>Total</td>
<td>74,055</td>
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NASF - Net assignable square feet (square footage you use)
GSF - Gross Square Footage (square footage you pay for)
DGSF - Departmental Gross Square Feet (NSFA plus internal corridors)
Tare - Difference between NASF and GSF (e.g., walls, corridors, restrooms, stairs, mechanical spaces)
Efficiency - Ratio of NASF/GSF
LSF - Leasable Square Feet (similar to DGSF)
USF - Usable Square Feet (similar to NASF)
Summary Findings

Carruthers Building - SRCA and State Library 175,128 GSF

Fleming Office 21,700 GSF

Ortiz Building 70,000 GSF

Anaya Building 100,000 GSF

BSD 16,300 GSF

State Printing 79,500 GSF

GSD Warehouse 36,400 GSF

West Capitol Campus
Building Plans have been omitted for security reasons.
Building Plans have been omitted for security reasons.
Summary Findings

Albuquerque Records Center

Building Plans have been omitted for security reasons.
### Existing Storage

**✓ Agencies with most records stored at the Records Center, 1996 and 2008**

Sorted by 2008 rank

*Have Enterprise Content Management System (defined as the technologies used to Capture, Manage, Store, Preserve, and Deliver content and documents related to organizational processes)*

<table>
<thead>
<tr>
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**Top 15, 1996 & 2008**
Summary Findings

✓ Assuming current conditions

- Existing SRCA (records and archives) are at about 85% capacity and will be full in ~6-7 years
- Space for another 2 years or so can be made available in the records center by transferring records to archives - this will only accelerate filling of the archives
- About 5,300 gross square feet is needed (3,400 gsf for records storage, 1,900 gsf for the archives vault) by 2020 to meet projected demand
Projected Demand – Trend Analysis

New Mexico State Records Center and Archives
Projected Total Records Stored (cubic feet) based on Historic Trends

- 12 Yr Trend (2% annual growth)
- Record Facility Capacity (113,452)
- Cubic Feet of Records
  - 1 Cubic Foot = 1 archival box = 1 Linear Foot


Projected Demand for the years 1996 to 2030:
- 1996: 37,500
- 1998: 75,000
- 2000: 112,500
- 2002: 150,000
- 2004: 1996
- 2006: 1998
- 2008: 2000
- 2010: 2002
- 2012: 2004
- 2014: 2006
- 2016: 2008
- 2018: 2010
- 2020: 2012
- 2022: 2014
- 2024: 2016
- 2026: 2018
- 2028: 2020
- 2030: 2022

Record Facility Capacity: 113,452 cubic feet

Cubic Feet of Records:
- 1996: 37,500
- 1998: 75,000
- 2000: 112,500
- 2002: 150,000
- 2004: 1996
- 2006: 1998
- 2008: 2000
- 2010: 2002
- 2012: 2004
- 2014: 2006
- 2016: 2008
- 2018: 2010
- 2020: 2012
- 2022: 2014
- 2024: 2016
- 2026: 2018
- 2028: 2020
- 2030: 2022
Projected Demand – Trend Analysis

New Mexico State Records Center and Archives
Projected Additional Records Space Required (gross square feet)
based on Historic Trends

12 Yr Trend (2% annual growth)

Record Facility Capacity (113,452 boxes)
Projected Demand – Trend Analysis

New Mexico State Archives
Projected Total Archives Stored (linear feet) based on Historic Trends

- 12 Yr Trend (6.9% annual growth)
- 7 Yr Trend (11.2% annual growth)

Archives Stack Capacity (27,667)

*1 Cubic Foot = 1 archival box = 1 Linear Foot
Project: New Mexico State Records Center and Archives

Projected Additional Archive Space Required (gross square feet) based on Historic Trends

- 12 Yr Trend (6.9% annual growth)

Archives Stack Capacity: 27,667 boxes

Gross Square Feet 2008-2030:
- 2008: 0
- 2010: +1,900
- 2020: +4,500
- 2025: +7,700

Note: The graph shows projected demand and trend analysis for the years 2008 to 2030.
Summary Findings

✓ Demand for record storage is influenced by a number of factors

- **Factors that may tend to decrease demand**
  - Agency lack of understanding of record storage rules
  - Gradual adoption electronic imaging systems (aka Enterprise Content Management) by state agencies (decrease in demand for paper storage, but increase demand for electronic media storage)
  - Lack of sufficient agency resources for records management

- **Factors that may tend to increase demand**
  - Growth in state government (staffing, people served)
  - Provision of additional storage options convenient to users
    - Highest potential demand for convenient record storage is in the south and south-east portions of the state
Summary Findings

✓ Projected Demand – Assuming Convenient Facilities

Total Potential Additional Record* Demand (Boxes) by Area, 2010-2030**

<table>
<thead>
<tr>
<th>Area</th>
<th>2010</th>
<th>2015</th>
<th>2020</th>
<th>2025</th>
<th>2030</th>
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<td>25,405</td>
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<td>South-East</td>
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<td>West</td>
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<td><strong>Total</strong></td>
<td><strong>70,752</strong></td>
<td><strong>78,116</strong></td>
<td><strong>86,247</strong></td>
<td><strong>95,224</strong></td>
<td><strong>105,134</strong></td>
</tr>
</tbody>
</table>

*Inactive and Permanent

**Assumes 2% growth per year

Most of the demand will likely be in the south, south-east, and west since convenient facilities do not exist in these areas.
Summary Findings

✓ If the state constructs additional record centers

› Southern region
  • ~8,000 gross square feet (accommodate about 15,000 boxes)
  • ~$1.21 million* (2009 dollars) without land

› Southeastern region
  • ~15,000 gross square feet (accommodate about 30,000 boxes)
  • ~$2.1 million* (2009 dollars) without land

› Any facility will have added operational cost (facilities expense and new personnel)

*Assumptions:
• Facilities are for records storage. Archives would continue to be centralized in Santa Fe
• Space for records storage (at .33 sf / box) plus shipping and receiving
• Space to accommodate 1 manager and 2 clerks at each facility
• $140 / gsf total project cost (CMU, steel frame)
Summary Findings

✓ No significant operational savings (e.g., lease expense, personnel expense of agencies directly funded from the state) was found to offset potential capital expenditures for new facilities

¬ No data for significant state agency leases tied directly to record storage

¬ Cost of existing Albuquerque Records lease is less than what we estimate the cost of building a new facility
Summary Findings

✓ Why Provide Funds for additional State Records and Archives Facilities?

- Promotes adherence to state statute and records and archives rules
- Promotes public access to records and archives
- Preserves important documents
  - From improper storage
  - Archival availability
- Decreases liability risk to the state regarding
  - Retaining information that should have been disposed
  - Finding information that should be available
THE INSPECTION OF PUBLIC RECORDS ACT
NMSA 1978, Chapter 14, Article 2

The Law
Every person has a right to inspect any public records of this state except:

The Law
Each public body shall designate at least one custodian of public records who shall:
A. receive and respond to requests to inspect public records;
B. provide proper and reasonable opportunities to inspect public records;
C. provide reasonable facilities to make or furnish copies of the public records during usual business hours; and
D. post in a conspicuous location at the administrative office of each public body a notice describing:
   (1) the right of a person to inspect a public body’s records;
   (2) procedures for requesting inspection of public records;
   (3) procedures for requesting copies of public records;
   (4) reasonable fees for copying public records; and
   (5) the responsibility of a public body to make available public records for inspection.

The Law
A. An action to enforce the Inspection of Public Records Act may be brought by:
   (1) the attorney general or the district attorney in the county of jurisdiction; or
   (2) a person whose written request has been denied.
B. A district court may issue a writ of mandamus or order an injunction or other appropriate remedy to enforce the provisions of the Inspection of Public Records Act.
C. The exhaustion of administrative remedies shall not be required prior to bringing any action to enforce the procedures of the Inspection of Public Records Act.
D. The court shall award damages, costs and reasonable attorneys’ fees to any person whose written request has been denied and is successful in a court action to enforce the Inspection of Public Records Act.
Court: $500,000 for errors related to a single Public Records Act request

POSTED ON JULY 12, 2009 BY RAMSEY RAMERMAN

Update July 13, 2009

Here is another story/editorial from the TNT on this case: "L&I, Justice Sanders run up the bill." Even the TNT notes the harsh nature of the L&I judgment:

A half-million dollars does seem stiff, given that L&I did not contest that it was at fault for withholding the records. An agency spokesman told The Olympian that an employee had failed to take proper action in response to the records request.

Original Post

As noted in this Olympian article, the Washington State Department of Labor & Industries was recently ordered to pay $500,000 because of errors related to a single Public Records Act Request. This case demonstrates that the failure to properly respond to a single public records request can have significant economic consequences.

One consequence of this judgment will be a significant increase in electrical inspection fees, because it is public dollars that will pay this judgment.

TAGS:
In the courts, In the news, Public Records, Public Records Act, Taxpayer costs, Taxpayer interests

D'Amico wins $41,515 in public records case against county and Commissioner Sullivan

By Allison Arthur and Barney Burke of The Leader

Joe D'Amico has won a $41,515 judgment against Jefferson County and Commissioner David Sullivan in an open records lawsuit stemming from an ongoing battle over permits for his security company.

STATE OF NEW MEXICO
COUNTY OF Bernalillo
SECOND JUDICIAL DISTRICT COURT

FRANK C. FOY,

Plaintiff,

v.

NEW MEXICO STATE INVESTMENT COUNCIL and
GARY BLAND, State Investment Officer

Defendants.

COMPLAINT FOR INSPECTION OF PUBLIC RECORDS,
DAMAGES, AND DECLARATORY AND INJUNCTIVE RELIEF

This is a complaint under the Inspection of Public Records Act, NMSA 1978, §§ 14-
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Recommendations
✓ Options to address storage issues at SRCA

 Demand side

- *Increase education / training of state agencies*
  - So that only appropriate records are sent to SRCA
  - Improve records management

- *Invest in electronic record management systems*
  - Provide potentially more efficient access and protection of records/archives (operational cost impacts)

- *Serve direct state agencies as a priority*
  - Accept records from local government, school districts, and higher education only as space permits
Options to address storage issues at SRCA

Supply side - Records will reach capacity in 6-7 years

• Mid Term
  – Improve storage efficiency within existing facilities
    » Invest in additional high capacity storage shelving at the Albuquerque Records Center (gains about another 10 years)
  – Lease additional storage space in Albuquerque (gains another 10 years)
  – Creates additional operational expense to balance storage demand between Albuquerque and Santa Fe

• Mid - Long-term
  – Investigate creating additional record storage space in Santa Fe
  – Consider creating additional records centers (without archival facilities) in other parts of the state (Priority in southern and southeastern regions) to encourage proper record storage convenient to user agencies
    » Additional records centers will likely create new demand, rather than relieve any space issues in existing facilities in Santa Fe and Albuquerque
    » Investigate lease of existing facilities to test demand prior to constructing new facilities
Recommendations

✓ Options to address storage issues at SRCA

♦ Supply side - *Archives will reach capacity in about 6 years*

  • *Maintain one central archives in Santa Fe*
    – More convenient to researchers
    – Provides better security
    – Takes advantage of more specialized environmental requirements
    – Makes most efficient use of limited archives staff

  • *Mid-term*
    – Expand archive vault
      » Fund architectural study to determine best means to meet archival expansion and library needs
      » Will likely require some interior modification, expansions, and/or off-loading of selected functions
Additional Information
Background
Section 14-3-8 NMSA 1978 establishes a State Records Center under the supervision and control of the State Records Administrator.

The State Records Center in accordance with the regulations established by the State Records Administrator and the State Commission of Public Records shall be the facility for the receipt, storage or disposition of all inactive and infrequently used records of present or former state agencies.

To meet this statutory requirement, the Records Center Bureau operates two State Records Centers with locations in Santa Fe and Albuquerque. The purpose of these centers is to handle storage, withdrawals, and disposition of records.
Background

✓ The mission of the Commission of Public Records is to:

▶ Preserve, protect and facilitate access to public records that are held in trust for the people of New Mexico;

▶ Ensure rules promulgated by State agencies are published as prescribed in law and are accessible;

▶ Advocate an understanding and appreciation of New Mexico history; and

▶ Develop records management programs for State agencies

✓ SRCA is organized into a single program – records, information and archival management – and four sub-programs: administration, public records management, and administrative law, and New Mexico history

Background

The State Records Center serves as an off-site storage facility for all State government agencies that are required to maintain public records for a fixed length of time but do not have space in their offices to do so.

- “Agency” means any state agency, department, bureau, board, commission, institution or other organization of state government (e.g., includes courts, local governments [county, city, town], higher education, and school districts).
- State agencies may choose to use the SRCA or store their own records.
- SCRA provides records storage at no cost to state agencies.
- “Records” means information preserved by any technique in any medium now known, or later developed, that can be recognized by ordinary human sensory capabilities either directly or with the aid of technology.
The administrator establishes a records management program and records disposal schedules for the orderly retirement of records.

1.13.10.17 NMAC, Disposition, specifies the disposition processes for records that have met the required retention periods based upon the records retention and disposition schedules.

- The records eligible for transfer to archives may be transferred from the Records Center or directly from the client agency to the Archives Division.

- The Records Center disposes records based on disposal schedules (with due notification) and also approves disposal of records of all state agencies held outside the Record Centers.
Background

✓ The Archives and Historical Services Division is the central archives of New Mexico State Government

✓ The agency is mandated by law to collect, preserve and make available to the public and all branches of government, permanent public records, historical manuscripts, photographs and other materials that contribute to the understanding of New Mexico history

✓ The Records Center transfer permanent records to the Archives

✓ The Archives can accept archival material from all sources
Supply Factors
# Existing Facilities

## State Library and Archive Program Phase Comparison - 1995 / 2009

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<td>DCA</td>
</tr>
<tr>
<td>6.0.0</td>
<td>Library Development</td>
<td>120</td>
<td></td>
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<tr>
<td>6.1.0</td>
<td>Consulting, Training and Grants</td>
<td>900</td>
<td>3,550</td>
<td>DCA</td>
</tr>
<tr>
<td>6.2.0</td>
<td>Talking Book Library</td>
<td>8,540</td>
<td>8,228</td>
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</tr>
<tr>
<td>6.3.0</td>
<td>Rural Services</td>
<td>1,080</td>
<td>1,286</td>
<td>DCA</td>
</tr>
<tr>
<td>7.0.0</td>
<td>Government Information Services</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>7.1.0</td>
<td>Circulation and Inter Library Loan</td>
<td>2,050</td>
<td>2,375</td>
<td>DCA</td>
</tr>
<tr>
<td>7.2.0</td>
<td>Reference</td>
<td>22,196</td>
<td>33,157</td>
<td>DCA - General Ref., Government Docs., Office</td>
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<tr>
<td>8.0.0</td>
<td>Archives and Historical Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.1.0</td>
<td>Archives</td>
<td>19,525</td>
<td>18,804</td>
<td>R&amp;A - Archive Research</td>
</tr>
<tr>
<td>8.2.0</td>
<td>Historical Services and SW Room</td>
<td>8,146</td>
<td>9,183</td>
<td>DCA</td>
</tr>
<tr>
<td>9.0.0</td>
<td>Records Center</td>
<td>240</td>
<td>2,178</td>
<td>R&amp;A - Records Management</td>
</tr>
<tr>
<td>9.1.0</td>
<td>Records Analysis</td>
<td>770</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.4.0</td>
<td>State Rules</td>
<td>670</td>
<td>1,483</td>
<td>R&amp;A - Admin Law</td>
</tr>
<tr>
<td>9.2.0</td>
<td>Records Warehouse</td>
<td>23,666</td>
<td>21,551</td>
<td>R&amp;A</td>
</tr>
<tr>
<td>9.3.0</td>
<td>Micrographics</td>
<td>3,171</td>
<td>3,528</td>
<td>R&amp;A</td>
</tr>
<tr>
<td></td>
<td>Office of the State Historian</td>
<td>0</td>
<td>1,643</td>
<td>R&amp;A - OSH</td>
</tr>
<tr>
<td></td>
<td>Administration - GSD</td>
<td>0</td>
<td>1,749</td>
<td>GSD</td>
</tr>
<tr>
<td></td>
<td><strong>Total Net Assignable Square Feet</strong></td>
<td>106,924</td>
<td>133,402</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Gross Square Feet</strong></td>
<td>175,128</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Efficiency (NASF / GSF)</strong></td>
<td></td>
<td>76.2%</td>
<td></td>
</tr>
</tbody>
</table>

- **NASF** - Net assignable square feet (square footage you use)
- **GSF** - Gross Square Footage (square footage you pay for)
- **DGSF** - Departmental Gross Square Feet (NASF plus internal corridors)
- **Tare** - Difference between NASF and GSF (e.g., walls, corridors, restrooms, stairs, mechanical spaces)
- **Efficiency** - Ratio of NASF/GSF

![SRCA – Programmed vs. Actual](image-url)
# Existing Capacity

<table>
<thead>
<tr>
<th>Records Capacity</th>
<th>Microfilm Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Storage Boxes</strong></td>
<td><strong>Microfilm Reels</strong></td>
</tr>
<tr>
<td>Santa Fe</td>
<td>Santa Fe Capacity</td>
</tr>
<tr>
<td>77,312</td>
<td>177,870</td>
</tr>
<tr>
<td>Albuquerque</td>
<td>2008 Storage</td>
</tr>
<tr>
<td>36,140</td>
<td>147,481</td>
</tr>
<tr>
<td><strong>Total Capacity</strong></td>
<td><strong>Percent Capacity</strong></td>
</tr>
<tr>
<td>113,452</td>
<td>82.9%</td>
</tr>
<tr>
<td>2008 Storage</td>
<td>Percent Capacity</td>
</tr>
<tr>
<td>96,390</td>
<td>85.0%</td>
</tr>
</tbody>
</table>

Microfilm Storage
## Existing Capacity

### Archives

<table>
<thead>
<tr>
<th>COUNT OF ALL MEDIA BY LINEAR FEET</th>
<th>2006</th>
<th>1995</th>
</tr>
</thead>
<tbody>
<tr>
<td>Space Occupied in Stacks</td>
<td>22,564</td>
<td>9,303</td>
</tr>
<tr>
<td>Space Occupied by Films</td>
<td>357</td>
<td>142</td>
</tr>
<tr>
<td>Space Occupied by Maps</td>
<td>24</td>
<td>24</td>
</tr>
<tr>
<td>Space Occupied by Photos</td>
<td>226</td>
<td>153</td>
</tr>
<tr>
<td>Space Occupied Inner Vault</td>
<td>417</td>
<td>417</td>
</tr>
<tr>
<td>Space Occupied by Microfilm</td>
<td>386</td>
<td>386</td>
</tr>
<tr>
<td>Space Occupied by Outsize Books</td>
<td>384</td>
<td>384</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>26,364</td>
<td>12,804</td>
</tr>
</tbody>
</table>

### 2009 SRCA - Archives

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Space in Stacks</strong></td>
<td>27,667</td>
</tr>
<tr>
<td><strong>Space Occupied</strong></td>
<td>22,569</td>
</tr>
<tr>
<td><strong>Space Remaining</strong></td>
<td>5,098</td>
</tr>
<tr>
<td><strong>Percent Capacity</strong></td>
<td>81.57%</td>
</tr>
</tbody>
</table>
Demand Factors
Historic Demand
Existing Storage

New Mexico State Records Center and Archives
Total Paper Records Stored*

Executive  Non-Executive

Record Facility Capacity (113,452)

- 12 year average annual change 2.14%
- 5 year average annual change 3.64%

*1 Cubic Foot = 1 archival box = 1 Linear Foot

* Approximately 20% of the boxes stored at the State Records Center *(about 5,000) are eligible for transfer to the Archives Division
There is approximately 20% legacy material (~5,000 boxes) in the records center that has not been processed awaiting transfer to the archives.
Existing Storage

New Mexico State Records Center and Archives
Total Microfilm Stored

- Executive
- Non-Executive

Microfilm Facility Capacity (177,870)

- 12 year average annual change 0.95%
- 5 year average annual change -0.40%

Cubic Feet of Records*

*1 Cubic Foot = 1 archival box = 1 Linear Foot

Existing Storage

New Mexico State Records Center
Total Paper and Microfilm Stored

<table>
<thead>
<tr>
<th>Year</th>
<th>Microfilm</th>
<th>Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>1996</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1997</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1998</td>
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<tr>
<td>1999</td>
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<tr>
<td>2000</td>
<td></td>
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<tr>
<td>2001</td>
<td></td>
<td></td>
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<tr>
<td>2002</td>
<td></td>
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<tr>
<td>2003</td>
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<tr>
<td>2004</td>
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<tr>
<td>2005</td>
<td></td>
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</tr>
<tr>
<td>2006</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2007</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2008</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Microfilm

Paper
New Mexico State Records Center and Archives
Total Paper & Microfilm Stored

- Microfilm (reels)
- Paper (cubic feet)

*Cubic Foot = 1 archival box = 1 Linear Foot
** Agencies with most microfilm stored at the Records Center, 1996 and 2008

Sorted by 2008 rank

*Have Enterprise Content Management System

<table>
<thead>
<tr>
<th>Agency Code</th>
<th>Agency</th>
<th>1,996</th>
<th>2,008</th>
</tr>
</thead>
<tbody>
<tr>
<td>333</td>
<td>Taxation &amp; Revenue, Dept. of</td>
<td>67,017</td>
<td>50,845</td>
</tr>
<tr>
<td>430</td>
<td>Public Regulation Commission</td>
<td>17,998</td>
<td></td>
</tr>
<tr>
<td>550</td>
<td>Engineer, Office of the State</td>
<td>630</td>
<td>10,459</td>
</tr>
<tr>
<td>605</td>
<td>Highway &amp; Transportation Dept.</td>
<td>10,074</td>
<td>5,552</td>
</tr>
<tr>
<td>369</td>
<td>State Records Center and Archives</td>
<td>320</td>
<td>2,339</td>
</tr>
<tr>
<td>369</td>
<td>State Treasurer</td>
<td>2,054</td>
<td>1,939</td>
</tr>
<tr>
<td>539</td>
<td>Land Office</td>
<td>2,072</td>
<td>1,829</td>
</tr>
<tr>
<td>630</td>
<td>Human Services, Dept. of</td>
<td>4,023</td>
<td>1,593</td>
</tr>
<tr>
<td>632</td>
<td>Workers Compensation Administration</td>
<td>849</td>
<td>1,358</td>
</tr>
<tr>
<td>521</td>
<td>Energy, Minerals, &amp; Natural Resources</td>
<td>1,344</td>
<td>1,147</td>
</tr>
<tr>
<td>378</td>
<td>State Personnel</td>
<td>1,903</td>
<td>1,085</td>
</tr>
<tr>
<td>665</td>
<td>Health, Dept. of</td>
<td>1,021</td>
<td>943</td>
</tr>
<tr>
<td>505</td>
<td>Office of Cultural Affairs/Dept of</td>
<td>1,218</td>
<td>867</td>
</tr>
<tr>
<td>341</td>
<td>Finance &amp; Administration, Dept. of</td>
<td>3,456</td>
<td>764</td>
</tr>
<tr>
<td>352</td>
<td>Educational Retirement Board</td>
<td>609</td>
<td>709</td>
</tr>
<tr>
<td>770</td>
<td>Corrections, Dept. of</td>
<td>420</td>
<td>401</td>
</tr>
<tr>
<td>420</td>
<td>Regulation &amp; Licensing, Dept. of</td>
<td>1,369</td>
<td>389</td>
</tr>
<tr>
<td>464</td>
<td>Professional Engineers &amp; Land Surveyors</td>
<td>29</td>
<td>346</td>
</tr>
<tr>
<td>370</td>
<td>Secretary of State</td>
<td>0</td>
<td>273</td>
</tr>
<tr>
<td>667</td>
<td>Environment Dept.</td>
<td>210</td>
<td>189</td>
</tr>
</tbody>
</table>

**Top 10, 1996 & 2008**
New Mexico State Records Center and Archives
Total Linear Feet Stored at the Archives

- **Stacks**
- **Other**

- **12 year average annual change**: 11.65%
- **5 year average annual change**: 9.83%
New Mexico State Records Center and Archives
Total Linear Feet Stored in Stacks at the Archives

- 12 year average annual change 11.65%
- 5 year average annual change 9.83%

Archives Stack Capacity (27,667)
Existing Storage

New Mexico State Records Center and Archives
Archives Accessions

Records Transferred from Records Centers (cubic feet)
Direct Transfers from State Agencies (cubic feet)
Private Collections
Microfilm (number of rolls)

*1 Cubic Foot = 1 archival box = 1 Linear Foot

Cubic Feet of Records*

*1 Cubic Foot = 1 archival box = 1 Linear Foot

Records Transferred from Records Centers (cubic feet)
Projected Demand
December 1998 Assessment of Archival Environment in New Mexico State Government

Purpose of Survey was to gather empirical data to assess how government records are scheduled, disposed and stored

- 491 surveys were sent to 95 agencies and 342 RLO’s.
- 106 were returned representing 51 agencies
- Response rate was 24%, representing 53% of state agencies
Of the 106 who responded (55% of agencies)

- 75% store records at SRCA

- 75% also store inactive records onsite
  - 46% account for ~40,000 cubic feet of storage
  - 51% store permanent records
    - 32% of these have 18,500 cubic feet in permanent records
    - 31% of these have records that are at risk (5,700 cubic feet)
    - 36% will continue to store onsite

- 11% intended to or already had set up their own records center
  - 9% of these understood long-term environmental needs of permanent records, and
  - 5% were aware of established environmental standards

- 48% are not familiar with the Inspection of Public Records Act
  - 41% state their records are accessible for public inspection
  - 36% state their records are NOT accessible 45% do not understand permanent record storage requirements
December 1998 SRCA Study

- Reasons for reluctance to transfer to State Archives
  - Records need to remain on site to answer Federal inquiries (DOH)
  - Needed for onsite fingerprint comparison (DPS)
  - Problems getting records to SRCA due to distance
  - Convenience (DOL)
  - Records transferred to Federal Records Center (DMA)
  - Personnel records - Do not know what is considered permanent (DOL)
  - Paperwork is a hassle
  - Permanent onsite records are used once a week
  - Permanent records are microfilmed as needed and as budget permits (NMDOT)
  - Attorneys are of mixed opinion on transfer
  - Archives are not accessible for retrieval within one hour notice
  - Public access and use by agency (NMSU)
  - Maintain permanent records onsite for 1 year then transfer (WNMCF)
  - Frequently used records kept onsite for convenience and efficiency
  - Inactive records must be referred to on a regular basis (DOH)
  - Needed for reference (Lt. Gov)
ARC 2009 Focused Survey

✓ Conducted a focused survey on potential high volume users to gather information on possible demand for records and archival storage

✓ Process

- Contact was made either by telephone or, if requested, by email (mostly telephone)

- Questions asked
  - Do you have inactive or permanent records stored on-site?
    - If so, how many? (boxes)
  - Where are records stored now?
  - Do you have rental storage units or use a commercial records storage company?
    - If so, what costs are associated with current records storage (leases, private company, etc.)
  - What is the primary reason for storing inactive or permanent records stored on-site rather than with SRCA?
  - If a records center was located convenient to them what they choose to use it?
ARC 2009 Focused Survey

✓ 23 Total telephone interviews with Records Liaison Officers (RLOs) representing
  ▸ 10 State Agencies (awaiting response from AG)
  ▸ 2 Universities

✓ 2 interviews with counties with whom ARC has a professional relationship

✓ Location of Contacts (by general region)
  ▸ Santa Fe - 9 RLOs representing 5 state agencies (one has not yet responded)
  ▸ Albuquerque - 1 RLO representing a State University (UNM)
  ▸ Las Cruces - 12 RLOs representing 5 state agencies, 1 State University (NMSU) and 2 counties
## Summary

<table>
<thead>
<tr>
<th>Permanent or Inactive Records on Site</th>
<th>Yes</th>
<th>No</th>
<th>No Answer</th>
<th>Total Responses*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong># of Agencies</strong></td>
<td>20</td>
<td>1</td>
<td>1</td>
<td>22</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Known Boxes Onsite</th>
<th>13 Agencies provided a known number of records</th>
<th>Unknown Boxes Onsite</th>
<th>Multiple divisions, locations, lack of data</th>
<th>Number of agencies waiting on Reply</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong># of Boxes</strong></td>
<td>35,330</td>
<td><strong># of Entities</strong></td>
<td>4</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Locations</th>
<th>Onsite File Storage Room</th>
<th>Onsite Warehouse</th>
<th>Rented onsite or offsite storage units</th>
<th>Commercial Records Management</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td>19</td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Region</th>
<th>Santa Fe</th>
<th>Albuquerque</th>
<th>Las Cruces</th>
<th>Farmington</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong># of Entities</strong></td>
<td>5</td>
<td>1</td>
<td>8</td>
<td>0</td>
</tr>
<tr>
<td><strong># of RLOs</strong></td>
<td>9</td>
<td>1</td>
<td>12</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reason why on Site</th>
<th>Accessibility</th>
<th>Distance</th>
<th>Internal Policy</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong># of RLOs cited for reason</strong></td>
<td>13</td>
<td>8</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>46.4%</td>
<td>28.6%</td>
<td>14.3%</td>
<td>10.7%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Would you use SRCA if closer</th>
<th>Yes</th>
<th>Maybe</th>
<th>No</th>
<th>No Reply</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong># of Agencies</strong></td>
<td>12</td>
<td>6</td>
<td>3</td>
<td>1</td>
</tr>
</tbody>
</table>

*Total responses may vary due to multiple or consolidated answers
ARC 2009 Focused Survey

✓ Do you have inactive or permanent records stored on-site?
  ▸ Yes - 92% (20 of 22)
  ▸ No - 1 (CYFD - Juvenile Justice)
  ▸ No Answer - 1 (AG did not respond)

✓ Known number of boxes onsite
  ▸ 35,330 boxes (Total from 13 RLOs not including 13 boxes ready for disposition)
    • Includes actual counts 35,150 boxes
    • Estimated counts 180 boxes

  The remaining RLOs where unable to provide a box count due to multiple locations and inadequate staffing to address our inquiry
Of the agencies that reported on-site inactive and permanent records storage, three accounted for 96% of the boxes reported:

- **UNM** - 15,000 (majority are not permanent records)
- **OSE** - 10,000
- **Corrections** - 9,550

18 (82%) agencies responded would use the SRCA for Inactive and Permanent Records if a facility was within reasonable distance:

- 6 specifically reported distance and ease of retrieval as a primary condition of use

UNM and NMSU reported that individual departments keep inactive records until destruction, and that few records are considered permanent:

- Some departments do contract for records services or rent storage units, but cost is within departmental budgets and not readily available
Primary reason for storing inactive or permanent records stored on-site rather than with SRCA

**Accessibility and distance**
- 13 (46%) RLOs cited accessibility to records
- 6 (29%) RLOs cited distance to the nearest SRCA facility

**4 (14%) RLOs cited internal policy**
- For example, by NM Statute all OSE water right files must be made publicly available during business hours, so until all water right files are imaged, OSE cannot send to SRCA

**2 (11%) RLOs cited SRCA requirements**
- Staffing limitations at agencies makes compliance with SRCA preparation for transfer requirements both cost and time prohibitive

**Other Reasons**
- County representatives cited lack of trust in state agencies to preserve local records, and presumed ownership by county elected officials of records as key concerns
- Human Service, Law Enforcement and Public Safety agencies cited recidivism as a major reason for storing records onsite - most files do not remain inactive for long
Observations

✓ Why state agencies do not take advantage of a SRCA “free” records storage service

- *Facility not located conveniently (too far away)*
- *Do not have resources to properly prepare records or archives for transfer*
- *Have convenient alternate facilities*
- *Not aware of records storage /retention responsibilities*
- *Not aware of SRCA facilities*
- *Need to access records (even permanent records) on a regular basis*
- *Do not have significant records / archives holdings*
- *Not viewed as a significant issue*
- *Other units of government (counties, cities, school districts, higher education) with indirect state funding*
Projected Demand

✓ What is the demand for record facilities in the future?

- Based on Trend analysis - assumes the future will continue historic trends
  - Reflects current practices, capacity, and location of records and archives facilities
  - Continued growth of state population and state government

- Three methods
  - Relationship of general population to public records stored at SRCA
  - Relationship of State of New Mexico employees to records stored at SRCA
  - Records and Archives storage trends
New Mexico Population and State Workers - Historic and Projected

- Actual (or estimate)
- Projected*

*Population estimates and projection by BBER
State workers projection assumes the average proportion of state workers to population 2000-2008

- 2000 to 2008 average annual population change, 1.09%
- 2008 to 2030 average annual population change, 0.26%
New Mexico State Records Center and Archives
Projected Records based on Population and State Workers*

<table>
<thead>
<tr>
<th>Year</th>
<th>Trend</th>
<th>Based on Population</th>
<th>Based on State Workers**</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000</td>
<td>69,482</td>
<td>69,480</td>
<td>69,480</td>
</tr>
<tr>
<td>2005</td>
<td>89,765</td>
<td>89,765</td>
<td>89,765</td>
</tr>
<tr>
<td>2010</td>
<td>99,744</td>
<td>96,766</td>
<td>98,122</td>
</tr>
<tr>
<td>2015</td>
<td>110,038</td>
<td>105,443</td>
<td>106,921</td>
</tr>
<tr>
<td>2020</td>
<td>120,333</td>
<td>113,673</td>
<td>115,266</td>
</tr>
<tr>
<td>2025</td>
<td>130,628</td>
<td>121,174</td>
<td>122,872</td>
</tr>
<tr>
<td>2030</td>
<td>140,922</td>
<td>128,202</td>
<td>129,998</td>
</tr>
</tbody>
</table>

*Population estimates and projection by BBER and the 2000-06 average cubic feet records generated per population
**Assumes the the average proportion of state workers to population and average cubic feet per records generated 2000-2008

Record Facility Capacity (113,452)
New Mexico State Records Center and Archives
Project Total Records Stored (cubic feet) based on Historic Trends

- 12 Yr Trend (2% annual growth)
- Record Facility Capacity (113,452)
- Cubic Feet of Records
  *1 Cubic Foot = 1 archival box = 1 Linear Foot

Projected Demand – Trend Analysis

<table>
<thead>
<tr>
<th>Year</th>
<th>Projected Records Stored (cubic feet)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1996</td>
<td>37,500</td>
</tr>
<tr>
<td>1998</td>
<td>75,000</td>
</tr>
<tr>
<td>2000</td>
<td>96,390</td>
</tr>
<tr>
<td>2002</td>
<td>120,333</td>
</tr>
<tr>
<td>2004</td>
<td>140,922</td>
</tr>
<tr>
<td>2006</td>
<td></td>
</tr>
<tr>
<td>2008</td>
<td></td>
</tr>
<tr>
<td>2010</td>
<td></td>
</tr>
<tr>
<td>2012</td>
<td></td>
</tr>
<tr>
<td>2014</td>
<td></td>
</tr>
<tr>
<td>2016</td>
<td></td>
</tr>
<tr>
<td>2018</td>
<td></td>
</tr>
<tr>
<td>2020</td>
<td></td>
</tr>
<tr>
<td>2022</td>
<td></td>
</tr>
<tr>
<td>2024</td>
<td></td>
</tr>
<tr>
<td>2026</td>
<td></td>
</tr>
<tr>
<td>2028</td>
<td></td>
</tr>
<tr>
<td>2030</td>
<td></td>
</tr>
</tbody>
</table>
Projected Demand – Trend Analysis

New Mexico State Archives
Projected Total Archives Stored (linear feet) based on Historic Trends

- 12 Yr Trend (6.9% annual growth)
- 7 Yr Trend (11.2% annual growth)

Archives Stack Capacity (27,667)
Projected Demand – Trend Analysis

New Mexico State Records Center
Total Microfilm Stored (reels)

- 12 Yr Trend (1% annual growth)

Reels of Microfilm

Microfilm Facility Capacity (177,870)

200,000
200
192,495
174,759
147,481
150,000
160,000
170,000
180,000
190,000
200,000

0
100,000
110,000
120,000
130,000
140,000
150,000
160,000
170,000
180,000
190,000
200,000

Projected Demand

✓ Factors that may influence demand

▲ May tend to decrease demand
  • Lack of understanding of record storage rules
  • Lack of sufficient resources for record management
  • Gradual adoption electronic imaging systems (aka Electronic Content Management) by state agencies (decrease in demand for paper storage)

▲ May tend to increase demand
  • Growth in state government (staffing, people served)
  • Provision of additional storage options convenient to users
**Projected Demand**

✓ **ARMA presentation***

*ARMA International* is a not-for-profit professional association and the authority on managing records and information – paper and electronic.

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## Cost savings – Reduce off-site vendor costs

<table>
<thead>
<tr>
<th>Description of Cost Savings Opportunities</th>
<th>Methods Used</th>
<th>Estimated Cost Savings (based on Industry Studies – Approximate %)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reduce costs associated with paper records stored at off-site vendors</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **Reduce annual storage costs**<br>Acquire annual outside vendor spend:  
  - Physical storage  
  - Retrieval and refile costs  
  - Perm-out costs  
  - Transportation costs | Disposition of paper records per retention policy | • Typically – immediate 40% reduction of current paper storage (boxes/costs) with a 2-3 year ROI due to costs associated with destruction of records (boxes)  
  • On-going annual purge can reduce volume of records stored off-site by 10%-15% |
| **Reduce annual retrieval costs**<br>Acquire annual retrieval spend:  
  - Retrieval and refile costs  
  - Perm-out costs  
  - Transportation costs | Provide electronic access to records and reduce paper storage off-site | • With a comprehensive records management program, the need for off-site retrieval of boxes (paper records) will be greatly diminished  
  • 50% retrieval savings achieved in 1-2 years; 45% savings achieved in 3-7 years; 5% retrieval costs to remain due to retrieval of permanent items |

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*Charlotte Chapter, 4.16.09, Kami Kistler*
1.2.2. Return on Investment

Many organizations have benchmarked and then tracked changes to understand the return of an investment in electronic document management. Everyone interviewed during the research for this paper has noticed an improvement in their records management processes.

The County of San Diego has published these results, tracking improvements over an 18 month period, with the primary cost savings being staff time4:

- mitigation of the potentially large (unknown) costs of disaster recovery, litigation, and staff time in the event of lawsuits and requests for public records;
- increased awareness (throughout all levels of the organization) of risks associated with not having a records management program in place;
- an evolving, proactive ECM program with a significant number of resources available;
- organization-wide reduction of boxes stored offsite and those stored beyond or without a destruction date (see table below)

<table>
<thead>
<tr>
<th>County Totals</th>
<th>Before Program Merger</th>
<th>Today</th>
<th>Reduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of boxes in storage</td>
<td>172,810</td>
<td>150,535</td>
<td>13%</td>
</tr>
<tr>
<td>Boxes stored past their destruction date*</td>
<td>17,564</td>
<td>4,780</td>
<td>73%</td>
</tr>
<tr>
<td>Boxes stored with no destruction date</td>
<td>99,756</td>
<td>0</td>
<td>100%</td>
</tr>
</tbody>
</table>

*Excluding boxes held to comply with pending litigation or public records requests and those in the destruction process

These results come from sound records management practices and the use of a software tool to assist with records management. The county recognizes that records management is an ongoing process, not an effort that can be reduced after a systems launch.

1.3. What Is a Record?

Records are valuable assets to the State of New Mexico. Organizations are held accountable for their actions in part through evidence of business transactions in the form of records. A record is the result of an event, linked to business activities5. One of the top challenges for records managers nationally is the distinction of records that should be kept versus all other official business documents.

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Projected Demand

New Mexico State Records Center
Total Records Stored (cubic feet) Reflecting Potential ECM Adoption

- 12 Yr Trend (2% annual growth)
- 13% reduction and 2% annual growth**
- 40% reduction and 2% annual growth**

**Due to initiation of electronic records management by major state agency users

*1 Cubic Foot = 1 archival box = 1 Linear Foot

Record Facility Capacity (113,452)
Projected Demand – Assuming Convenient Facilities

✓ Assume there are state facilities convenient to users - what is likely increase in demand?

✓ Methods
  ▶ *Projections based on 1998 survey*
  ▶ *Projections based on on-site disposition*
✓ Projections based on 1998 survey

**Key 1998 survey findings**

- 75% store records at SRCA
- 75% also store inactive records onsite
  - 46% account for ~40,000 cubic feet of storage
  - 51% store permanent records
  - 32% of these have 18,500 cubic feet in permanent records
  - 36% will continue to store onsite

**If these findings held true for today, then the projected 2009 on-site records is ~ 191,000 cubic feet of records**

- Assuming 40% capture rate this equates to 76,000 cubic feet of on-site storage
  - 46,000 cubic feet of records (60%)
  - 30,000 cubic feet of permanent records (40%)
- Assuming recent on-site disposition data a geographic distribution can be inferred

Most of the demand will likely be in the south, south-east, and west since convenient facilities do not exist in these areas
Projections based on on-site disposition of records data (2006-09)

- On-site (meaning not at SRCA) disposition proportion as a proxy for records that are not stored at SRCA facilities

<table>
<thead>
<tr>
<th></th>
<th>FY2006</th>
<th>FY2007</th>
<th>FY2008</th>
<th>FY2009</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Records Disposed 2006-2009</td>
<td>9,535</td>
<td>6,514</td>
<td>9,220</td>
<td>12,544</td>
<td>37,813</td>
</tr>
<tr>
<td>Total Records Stored</td>
<td>89,765</td>
<td>93,054</td>
<td>94,220</td>
<td>96,390</td>
<td>373,429</td>
</tr>
<tr>
<td>% Total</td>
<td>10.6%</td>
<td>7.0%</td>
<td>9.8%</td>
<td>13.0%</td>
<td>10.1%</td>
</tr>
</tbody>
</table>

Proportion of records disposed by state to total records stored at SRCA

<table>
<thead>
<tr>
<th></th>
<th>FY2006</th>
<th>FY2007</th>
<th>FY2008</th>
<th>FY2009</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total On-Site Disposition 2006-2009</td>
<td>9,835</td>
<td>2,713</td>
<td>6,420</td>
<td>6,482</td>
<td>25,450</td>
</tr>
<tr>
<td>Total Records Stored</td>
<td>89,765</td>
<td>93,054</td>
<td>94,220</td>
<td>96,390</td>
<td>373,429</td>
</tr>
<tr>
<td>% Total</td>
<td>11.0%</td>
<td>2.9%</td>
<td>6.8%</td>
<td>6.7%</td>
<td>6.8%</td>
</tr>
</tbody>
</table>

Proportion of records disposed on-site to total records stored at SRCA
Projected Demand – Assuming Convenient Facilities

Most of the demand will likely be in the south, south-east, and west since convenient facilities do not exist in these areas.

Assumes location of convenient facilities and that the proportion of records disposed to those held off-site is similar to proportions found at the SRCA (a weighted average).
### Projected Demand – Assuming Convenient Facilities

#### Total Potential Additional Record* Demand (Boxes) by Area, 2010-2030**

<table>
<thead>
<tr>
<th></th>
<th>2010</th>
<th>2015</th>
<th>2020</th>
<th>2025</th>
<th>2030</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td>20,841</td>
<td>23,010</td>
<td>25,405</td>
<td>28,049</td>
<td>30,968</td>
</tr>
<tr>
<td>Central</td>
<td>3,876</td>
<td>4,280</td>
<td>4,725</td>
<td>5,217</td>
<td>5,760</td>
</tr>
<tr>
<td>South</td>
<td>12,284</td>
<td>13,562</td>
<td>14,974</td>
<td>16,532</td>
<td>18,253</td>
</tr>
<tr>
<td>South - East</td>
<td>24,889</td>
<td>27,480</td>
<td>30,340</td>
<td>33,498</td>
<td>36,984</td>
</tr>
<tr>
<td>West</td>
<td>1,908</td>
<td>2,106</td>
<td>2,325</td>
<td>2,567</td>
<td>2,834</td>
</tr>
<tr>
<td>Unknown Location</td>
<td>6,955</td>
<td>7,679</td>
<td>8,478</td>
<td>9,361</td>
<td>10,335</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>70,752</strong></td>
<td><strong>78,116</strong></td>
<td><strong>86,247</strong></td>
<td><strong>95,224</strong></td>
<td><strong>105,134</strong></td>
</tr>
</tbody>
</table>

*Inactive and Permanent

**Assumes 2% growth per year

Most of the demand will likely be in the south, south-east, and west since convenient facilities do not exist in these areas.
Projected Demand – Assuming Convenient Facilities

New Mexico State Record Center
Projected Potential Demand by Area*

*Assumes 2% growth per year
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