

## **FY2015 IT Plan Highlights**

### **369 SRC - State Records Center & Archives**

#### **Executive Summary:**

1. The Commission of Public Records, also known as the State Records Center and Archives (SRCA) provides services to all State agencies, local and tribal governments, historical records repositories, the educational, legal and regulated communities and the general public.
2. The Fiscal Year (FY) 2015 IT Plan for the State Commission of Public Records focuses on supporting the agency's programs and describes the initiatives that the agency is planning to undertake during the next fiscal year.
3. The top priority for the agency in FY 2015 is the implementation of the Centralized Electronic Records Repository (CERR).
4. The CERR will allow the SRCA to provide an enterprise approach to capture, manage and retrieve inactive electronic records for State agencies, including e-mail and other documents in various formats.
5. A COTS application selected was HP TRIM a software application from Hewlett- Packard that will serve as the basis for the CERR.
6. The CERR project is a multi-phase, multi-year project. The agency received funding in the amount of \$150.0 for expenditure in FYs 2008 through 2010 for Phase I (Laws 2008, Chapter 3, Section 7, Item 16). The appropriation was reauthorized for expenditure through FY 2012 (Laws 2010, 2nd Special Session, Chapter 6, Section 7, Item 8). The agency received additional funding in the amount of \$450.0 for expenditure in FYs 2012 through 2014 for Phase II (Laws 2012, Chapter 19, Section 7). The final funding for the CERR project was approved in the amount of \$822.4 for expenditure in FYs 2013 through 2015 (Laws 2013, Chapter 227, and Section 7).

#### **Vision:**

The Vision of the Commission of Public Records – State Records Center and Archives is to be the state's leading resource providing access to, preservation of and interpretation of historical and current records.

#### **Agency Description:**

- The Commission of Public Records, a State agency created in 1959 and also known as the State Records Center and Archives (SRCA), is an independent, central-services agency governed by a seven-member commission, established pursuant to Section 14-3-3 NMSA 1978.
- Six of the seven members serve ex officio; the seventh, a historian specializing in New Mexico history, is appointed by the Governor. The Commission appoints the State Records Administrator who also serves as the Director of the SRCA.

#### **Major IT Accomplishments of FY13:**

- Centralized Electronics Records Repository
- Website Redesign Office of the State Historian [Newmexicohistory.org](http://Newmexicohistory.org)
- Website Redesign Agency website [NMCPR.STATE.NM.US](http://NMCPR.STATE.NM.US)

#### **Business Applications Services – Expand and Enhance:**

Enhance CERR in FY13-FY15.

#### **Facility Improvements or Upgrades:**

Upgrade the agency Data Center to accommodate the CERR as needed in FY14-FY15.

#### **Agency IT Strategic Goals:**

Goal 1: Manage, preserve and provide access to electronic records and information.

#### **Project:**

The CERR will allow the SRCA to provide an enterprise approach to capture, manage and retrieve inactive electronic records for State agencies, including e-mail and other documents in various formats in FY13-FY15.

#### **Staffing Gaps and Recruitment:**

Windows Server Administrator and Webmaster

#### **IT Staff Training Plans:**

MS Active Directory and Website software development