



State Records Center and Archives
New Mexico Commission of Public Records

STRATEGIC PLAN

FISCAL YEARS 2013-2018



Annual Performance Measures

Fiscal Year 2014

ADMINISTRATIVE LAW DIVISION

MISSION

The mission of the Administrative Law Division (ALD) is to file, effectively and efficiently, the rules and other instruments received; to manage and preserve those rules and instruments; and to make the rules, notices, and other instruments filed with the ALD accessible to the public and other users. To fulfill this mission, ALD monitors compliance with statutes and rules affecting the rule-filing and publishing processes.

To guide state agencies, ALD provides training and consultation with respect to the requirements for filing and publishing and answers questions from individuals and groups interested in regulatory material filed.

Division staff maintain and preserve all regulatory material filed until the material is repealed or otherwise determined no longer valid (at which time it is transferred to the State Archives) and assure open and public access to the material is provided

CUSTOMERS

Administrative Law Division customers include the SRCA's five divisions and those they serve, other state agencies, the Governor and Legislature, the Citizens of New Mexico, local and tribal governments and historical record repositories.



ADMINISTRATIVE LAW DIVISION

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

GOALS AND OBJECTIVES

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

- Assist State Records Administrator with administration of the State Rules Act
- Increase access to records and information

Goal #2: ENHANCE EFFECTIVENESS OF THE AGENCY

- Improve rule filing process
- Ensure division rules are complete and current
- Place historical rules on website

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

- Assist state agencies with converting pre-NMAC and NMAC1 rules to current NMAC style and format
- Increase knowledge of NMAC

FISCAL YEAR 2014

PERFORMANCE MEASURES

- File 90% of the rules adopted by state agencies by the next deadline
- File interstate compacts within 2 days of receipt
- File subdivision regulations within 2 days of receipt
- Prepare and proof annual index by the 3rd issue of the NM Register Volume XXV
- Publish the NM Register by the established deadline
- Update NM Administrative Code within 32 days of effective date
- Analyze filing procedures by January 1, 2013
- Update filing procedures by June 30, 2013
- Review relevant agency rules and provide recommendations to the State Records Administrator for taking appropriate rulemaking action by June 30, 2014
- Amend SRC Rules: 1.24.1 NMAC, 1.24.10 NMAC, 1.24.15 NMAC, 1.24.20 NMAC by October 1, 2013
- Notify 25% of agencies that need to update rules format by June 30, 2014
- Provide necessary documents to agencies requesting assistance to update rules within 30 days of request
- Provide on-line NMAC training

V. ADMINISTRATIVE LAW DIVISION

A. STATUTES: *Administrative Law*

<u>NMSA 1978</u>	<u>Provisions</u>
9-27-25 NMSA	File central telephone exceptions from the Department of Information Technology
14-3-20 NMSA	File interstate compacts with the records center; maintain the filing with an index.
14-3-21 NMSA	Recommend uniform standards for: manuals of procedures, State agency rules (except session laws) and official reports (except budget) for adoption by the Commission.
14-3-23 NMSA	Review and order published manuals of policies and procedures; develop standards.
14-4-3 and 14-4-7.1 NMSA	Adopt rules prescribing style, format, and publication standards for rules promulgated by State agencies
14-4-5 NMSA	File rules adopted by State agencies.
14-4-7 NMSA	Prepare and publish a list and index of current rules.
14-4-7.1 NMSA	Publish a <i>New Mexico Register</i> to include official publication of notices of rule making and adopted rules, summary of the text of executive orders or other material related to administrative law and practice.
14-4-7.2 NMSA	Create and have published an administrative code.
14-4-10 NMSA	Prepare and publish list of publications for sale or issue by State agencies.
47-6-10.K-L NMSA	File county subdivision ordinance or their amendments with the records center.

B. RULES: *Administrative Law*

<u>NMAC No.</u>	<u>Name</u>
1.24.1 NMAC	General Provisions
1.24.10 NMAC	New Mexico Administrative Code (NMAC)
1.24.11 NMAC	New Mexico Administrative Code Revisions
1.24.15 NMAC	New Mexico Register
1.24.20 NMAC	Emergency Rules
1.25.10 NMAC	Publications: Filing, Distribution, Format and Style

Activities and Tasks: Administrative Law

<u>Activity</u>	<u>Tasks</u>
File rules	<ul style="list-style-type: none">• Review for style and format• Accept and file rules
<i>Establish and enforce standards</i>	<ul style="list-style-type: none">• Adopt rules governing style and format of rules• Adopt standard for manuals of procedures• Adopt standards for publications issued in paper
Establish and enforce standards	<ul style="list-style-type: none">• Adopt standards for web-based publications• Adopt rules governing publishing in the <i>New Mexico Register</i>• Adopt rules governing filing of emergency rules• Adopt rules governing compilation of agency rules
Provide training	<ul style="list-style-type: none">• Train rule filers in style and format requirements• Train State employees in the rule-making process
Produce the New Mexico Register and the New Mexico Administrative Code	<ul style="list-style-type: none">• Provide electronic and hard-copy access to notices of rule making and of adopted rules in the NM Register• Provide electronic access to current rules within a topical context• Publish an index of current rules
Maintain Active Rules Collection	<ul style="list-style-type: none">• Accept rule filings• Accession new rules or amendments• Remove repealed rules and transfer to archival collection• Provide access
Maintain interstate compacts and county subdivision ordinance	<ul style="list-style-type: none">• Accept new filings• Process into collection• Index• Provide access