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City of Las Cruces[®]
 PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 2 Ordinance/Resolution# 10-211 Council District: _____

For Meeting of March 1, 2010
 (Adoption Date)

TITLE: A RESOLUTION AUTHORIZING THE RECORDS CENTER OF LAS CRUCES TO APPLY FOR THE NEW MEXICO HISTORICAL RECORDS ADVISORY BOARD FY 2011 PRESERVATION GRANT IN THE AMOUNT OF \$8500.00, WITH A REQUIRED IN-KIND MATCH OF \$2129.00, TO MICROFILM SELECTED CITY DOCUMENTS AND TO RATIFY THE CITY MANAGER'S APPROVAL TO MEET THE GRANT SUBMISSION DEADLINE.

PURPOSE(S) OF ACTION: To secure approval to solicit grant funding from the New Mexico Historical Records Advisory Board in the amount of \$8,500.00, with a \$2129.00 in-kind match required for the Records Retention Center, and to ratify the city manager's approval for application process.

Name of Drafter: Elizabeth Vega		Department: Finance/ Grants Admin Office		Phone: 575-541-2281	
Department	Signature	Phone	Department	Signature	Phone
City Clerk		541-2115	Budget		541-2107
GAO		541-2281	Assistant City Manager		541-2271
Legal		541-2128	City Manager		541-2076

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

The City of Las Cruces has one central location where all public documents are stored: the Records Center. Some of the documents retained must be held permanently or long-term to meet requirements set forth by the City, State and Federal retention requirements. In order to efficiently preserve these documents—such as City of Las Cruces resolutions, ordinances, specified meeting minutes, payroll records, and personnel files; the Records Center's choice of long-term storage is microfilm. Upon completion, a master microfilm roll will be sent to the State of New Mexico Records and Archives for storage and a working copy will remain at the Records Center. Microfilming these documents will also comply with the City of Las Cruces mission of providing efficient and cost-effective service to its citizens and city staff by alleviating research time.

The New Mexico Historical Records Advisory Board (NMHRAB) offers yearly grants to governmental and non-profit organizations in order to improve preservation of and access to New Mexico's historical records. The in-kind match has been accounted for in the Records Center's budget.

SUPPORT INFORMATION:

Fund Name / Account Number	Amount of Expenditure	Budget Amount
TBD	TBD	TBD

1. Resolution
2. Exhibit "A". Grant Application Package

OPTIONS / ALTERNATIVES:

1. Approve Resolution as drafted for City of Las Cruces Records Retention Center to apply for funds in the amount of \$8500.00 with a \$2129.00 cash match requirement from the New Mexico Historical Records Advisory Board to fund the preservation of City documents on microfilm.
2. Disapprove Resolution for the City of Las Cruces Records Retention Center to apply for funds from the New Mexico Historical Records Advisory Board. No grant application will be submitted.
3. Modify or make recommended changes to Resolution.

RESOLUTION NO. 10-211

A RESOLUTION AUTHORIZING THE RECORDS CENTER OF LAS CRUCES TO APPLY FOR THE NEW MEXICO HISTORICAL RECORDS ADVISORY BOARD FY 2011 PRESERVATION GRANT IN THE AMOUNT OF \$8500.00, WITH A REQUIRED IN-KIND MATCH OF \$2129.00, TO MICROFILM SELECTED CITY DOCUMENTS AND TO RATIFY THE CITY MANAGER'S APPROVAL TO MEET THE GRANT SUBMISSION DEADLINE.

The City Council is informed that:

WHEREAS, the New Mexico Historical Records Advisory Board is providing funding opportunities to local government agencies to preserve historical New Mexico documents; and

WHEREAS, the City of Las Cruces Records Center is a storage facility providing the citizens of Las Cruces access to City documents for research; and

WHEREAS, the City of Las Cruces Records Center would use the grant funds to microfilm City of Las Cruces resolutions, ordinances, meeting minutes, payroll registers and personnel files to ease research requests and meet long-term storage requirements outlined by the City, State and Federal governments.

NOW, THEREFORE, be it resolved by the governing body of the City of Las Cruces:

(I)

THAT, the Las Cruces Records Center is authorized to submit a grant application in the amount of \$8,500.00 with a \$2,129.00 in-kind match requirement to the New Mexico Historical Records Advisory Board; and

(II)

THAT, the Council does ratify the signature of City Manager approving submission of the application to meet grant submission deadline; and

(III)

THAT, City staff is hereby authorized to do all deeds necessary in the accomplishment of the herein above.

DONE AND APPROVED this 1st day of March 2010.

(SEAL)

ATTEST:

City Clerk

Moved by: _____

Seconded by: _____

APPROVED:

Mayor

VOTE:

Mayor Miyagishima: _____

Councillor Silva: _____

Councillor Connor: _____

Councillor Pedroza: _____

Councillor Small: _____

Councillor Sorg: _____

Councillor Thomas: _____

APPROVED AS TO FORM:

Deputy City Attorney

City Attorney

Grant Application Package

Application Submission Verification and Signature

Opportunity Title: Historical Records Grant Program
Offering Agency: New Mexico Historical Records Advisory Board
Opportunity Number:
Approximate Value Requested: \$8,500.00
Opportunity Closing Date: February 12, 2010
Requesting Agency/Department: Records Center/ City Clerk
GAO - Grant Writer: Elizabeth Vega

SUPPORT INFORMATION

Due to short deadline we will need Council approval to apply. Will appear on March 1, 2010 Council agenda.

OPTIONS

- 1. Agree with request to submit the application. Affirmed by signature below. Package to be returned to GAO, Grant Writer.
2. Disagree, application will not be submitted. Unsigned package to be returned to GAO, Grant Writer.

Approved:

[Signature]
Terrence Moore, City Manager

2/2/10
Date

APPROVED AS TO FORMS
[Signature]
City Attorney

CMP #2.2 Effective 07/06/09: The City Manager may authorize the application for any grant with these exceptions:
The grant award is anticipated to be in excess of \$50,000 and funding has not been appropriated as part of the current budget.
The ARRA grant award is anticipated to be in excess of \$500,000 and funding has not been appropriated as part of the current budget.
The acceptance of the grant will require City Council to adjust the current budget to appropriate matching funds.
The grant requirements stipulate that the City will continue to operate and fund the project/program after the grant period is complete.
The grant requirements stipulate that the City enter into a new Memorandum of Understanding or a Joint Powers Agreement with another entity.

GRANT OVERVIEW WORKSHEET

Title of Grant Program: Historical Records Grant Program

Funding Organization: New Mexico Historical Records Advisory Board

Section Applying: Legal/Records Center

Description of Proposed Project: Microfilm Permanent and Long-Term Records

Strategic Plan	Goal: N/A	Objective: N/A	Strategic Plan: N/A
Performance Budget	Goal: N/A	Objective: N/A	Strategic Plan: N/A

- Existing City Programs/Efforts** (*Ex: request for environmentally-friendly weed management. Parks and Recreation Section's existing budget and work activities include weed management*)
- Expansion of Existing Program/Efforts** (*Ex: request for advertising to increase public awareness of the Farmer's market. The advertising campaign will be an increase over current activities/budget*)
- New Initiative, Not Budgeted** (*Ex: request to implement a recreational activity that is currently not included in the City's recreations programs*)
-

Project Maintenance *If the grant specifies that the project must be maintained/operated after the grant period ends, list the requirements:* This project will be ongoing for records management and archival beyond period of grant.

Amount Section anticipates requesting: \$8500 **Match Requirement (%)** 25%

Projected Match In-kind: **Cash:** \$2125
Match Source: FY10/11 Budget Purchased Services

Grant Application Due: 02/12/2010

Grant Duration (*Months/years*): 12 months

MOU or Joint Powers Agreement Required: No

Grant Collaborators (*List other City Departments or Outside Agencies*):

City Clerk, Accounting, Human Resources

Employees To Be Hired (*number to be hired, full-time or part-time positions and 1 sentence job responsibilities*):

GRANT OVERVIEW WORKSHEET

Grant Manager *(Responsible for contract, project operations, budget management, and reports as prescribed)*

Name: Lissa Herrera

Title: Records Mngmt Coordinator

Phone: 541-2585

E-mail: liherrera@las-cruces.org

Submitted by: Lissa Herrera

Signature: Lissa Herrera

EM

Date: 1/13/10

Reviewed & Approved by: Fermin Rubio

Signature: Fermin Rubio

Date: _____
City Attorney

APPROVED AS TO FORM
Fermin Rubio
City Attorney



New Mexico Commission of Public Records State Records Center and Archives

Commission | Archives | Administrative Law | Records Management | State Historian | NMHRAB

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New Mexico Historical Records Advisory Board

Regrant Program

The New Mexico Historical Records Advisory Board (NMHRAB) has received funds from the New Mexico Legislature and the National Historic Publications and Records Commission (NHPRC) to fund its Historical Records Grant Programs for improving preservation of and access to New Mexico's historical records.

Purpose

To address funding issues identified during its strategic planning process, the NMHRAB created its grant program. Grants will be awarded annually to applicants who demonstrate need, financially and programmatically, and show commitment to solving their historical records problems. Projects must address the funding priorities of the NMHRAB as published.

To obtain a grant application, click on *Word* format or *PDF* format or by phone at (505) 476-7936, fax at (505) 476-7893, or e-mail at nmhrab@state.nm.us.

Eligibility

Eligible entities include:

- Governmental Organizations [state repositories (including public universities), county record repositories, municipal record repositories, tribal government offices, school districts, political subdivisions, etc.];
- Non-profit Organizations (must include copy of tax-exempt or 501(c)(3) status and make provision for the transfer of its holdings to a like organization or an appropriate repository upon dissolution);
- Previous awardees in compliance with the stipulations of all previous awards.

Conditions

- The applicant must demonstrate financial need and that it is prepared to carry out the objective of the proposal within the grant period.
- The applicant must describe the records covered by the proposal and their importance in documenting New Mexico's history.
- The applicant must have custody of, or consult with organizations that have custody of, historically significant original records.
- Records treated in the proposed project must be made available for public research unless specific exemption is granted by the NMHRAB. Proposals

submitted by tribal governments, for example, may be excluded from this criterion.

- A person qualified by credentials or training to carry out the objectives of the proposed project must supervise the project. If this requirement is not met at the time the proposal is submitted, the proposal must include provisions for attending NMHRAB-sponsored or -approved training totaling at least 24 clock hours before the project's proposed start date, unless otherwise approved by NMHRAB.
- Organizations must have a mechanism for evaluating the impact of the project on their historical records' environment.

Funding Priorities (Adopted December 11, 2008)

The three highest priorities of the NMHRAB are:

1. Preservation.
2. Access; and
3. Regional or statewide training.

The secondary priorities of the NMHRAB are:

1. Documentary research;
2. Programs that promote New Mexico history, such as exhibits, conferences, papers and documentaries; and
3. Development of records and archival management programs.

Types of Projects Funded

All worthy projects will be considered. Preference will be given to those projects that directly address the funding priorities published in the NMHRAB strategic plan. Funding priorities are published in order of importance. Examples of projects that could be funded include:

Preservation projects that mitigate unstable or deteriorating conditions of historical records through the identification, organization and description, conservation treatment, or reformatting of the records; for example: copying to another medium, such as microform.

Access projects that promote the availability of historical records by developing finding aids. Examples include: indexing significant collections; creating electronic catalog records or distributing collection guides; automating finding

aids; digitizing historical records; placing copies in other repositories that have agreed to accept them.

Regional or statewide training programs that focus on developing best practices that can be used to train staff in more than one repository or in a repository experiencing high turnover.

Research projects that provide original scholarly exposition or interpretation of documentary evidence of New Mexico history based on original records for general usage. Since these projects are a lower funding priority, proposals must be very well developed if funding is to be obtained.

Program development projects that establish or elevate standards of archival or records management practice in the application repository.

Exclusions

Grants cannot be used to replace organization budgets for staff, but grant funds can be used to hire temporary staff. **Grant funds cannot be used to acquire software or equipment, or to pay the indirect costs of the applicant.** However, staff committed by the organization to the project and equipment and software purchased specifically for the project can be used as in-kind match.

Consultant fees funded by the grant may not exceed \$50.00/hour. Related travel expenses must be within State of New Mexico allowable rates. (See Per Diem and Mileage Act)

Proposals for digitization projects are acceptable only if they take into consideration the issue of migration to newer technologies. Microfilming projects must be justified on the basis of the volume of original records, the demand for usage, or the risk of loss of their content.

Funding

The NMHRAB has varying amounts of funds annually to divide among successful applicants. Minimum awards of \$500 are possible, with a funding cycle cap of \$8,500 per applicant, depending on available funds. A Second Call for proposals may be issued in any given fiscal year based on availability of funds. Please contact the NMHRAB or visit our web site for caps for the current funding cycle. Applicants must provide a minimum match valued at 25% of the total cost of their project in either cash or in-kind services and/or materials. Preference will be given to proposals that match the grants with 50% cash or in-kind. The in-kind must be rendered during the project period.

Application

Complete all questions on the application form. You may submit pertinent attachments to support your application, but please limit the number of pages to the *essential minimum*. Submit one completed application with original signatures and supporting documents, and eight copies. Incomplete applications cannot be considered. A checklist of requirements and lists of resources are available on this website.

Project Period

Project period is based on the State's fiscal year July 1 through June 30. Funded projects must be completed before June 15th.

Deadline

Completed applications (original and eight copies) must be received on or before February 12, 2010. Please refer to NMHRAB Grant Program and Scholarship Calendar for established deadlines.

Review Process

There will be a three-stage review process. First, all applications will be screened for eligibility and compliance with the guidelines. Ineligible and non-compliant submissions will be returned. Second, all applications will be reviewed for technical merit on an established rating system by New Mexico State Records Center and Archives professional staff, and recommendations for further consideration made. At this level applicants will be advised of items that may need clarification or elaboration in order to enhance a proposal's viability. Third, recommended proposals will be evaluated by the New Mexico Historical Records Advisory Board and ranked according to published priorities at the regular May meeting.

Post Award Requirements

- Submit progress report halfway through the project.
- Submit final report within 30 days of project completion.
- Request funds on a reimbursement basis and no more than 50% before substantial completion of the work.
- Submit proof of completion of training before project start date, if required.
- Adhere to State Procurement Code for purchase of goods and services.
- Maintain grant records for at least two years after completion of the project.

Definitions

Access: the availability of archives, records, or manuscripts in terms of physical condition, legal permission, and intellectual entry.

Accession: a term used as both a noun and a verb for the act and procedures involved in a transfer of legal title and the taking of records or papers into the physical custody of an archival agency, records center, or manuscript repository; and the materials involved in such a transfer.

Archives: the non-current records of an organization or institution preserved because of their continuing value in meeting the needs of the creating organization.

Arrangement of collections: the process and results of organizing archives, records, or manuscripts particularly by function or activity of their creator.

Collection policy: a statement adopted by an archival agency, records center, or manuscript repository to guide its accessioning and de-accessioning decisions in order to carry out its formal mission.

Cubic feet: a standard measure of the quantity of archival material; the term refers to the amount of space usually occupied by one standard records storage box (12" x 12" x 16") on standard archival shelving. By conversion, 36" of letter-size papers, arranged lineally (3 linear feet), would occupy approximately 2 cubic feet, if placed in storage boxes.

Curator: means an employee whose duty is to foster research by making accessible order of a repository's collections. A degree or certification in library management is usually required.

De-accession: the act or the materials involved in the act of a transfer out of the custody of an archives; the opposite of Accession.

Documentary edition: a published edition of documents derived directly from original records, and often accompanied by editorial commentary and annotations.

Essential minimum: in the interests of efficiency and economy, the most succinct statements and the most definitive examples that meet the application requirements, thus keeping the proposal package simple, focused, and relevant. Resumes, for example, are more impressive by their relevance than by their length.

Evaluation: a mechanism by which the effectiveness of the project can be measured by describing the extent to which a project's goals have been met. Narrative, graphic, or statistical methods can be used to assess the product or to analyze the process. Participant or user assessments are also helpful in some cases.

Finding Aid: a descriptive device created by an archives, records center, or repository to establish the size, condition, content, and/or arrangement of a collection or record group.

Nonprofit Organization: any organization which by its articles of association and by-laws prohibits acts of private inurement, that is, transferring of the organization's earnings to persons in their private capacity. Nonprofit organizations are required to use their earnings for their program activities. These earnings are tax-exempt if the organization has met the approval of the Internal Revenue Service as falling within a category such as 501(c) (3).

Original Records: archives or public records as created by a governmental or quasi-governmental body, and manuscripts such as letters, diaries, photographs, or other first-hand reports.

Preservation: the provision of adequate facilities for the protection, care, and maintenance of archives, records, and manuscripts, particularly to promote their future availability.

Provenance: the source or the office of origin of the records, thus the principle of maintaining the integrity of the records' identity by their creator and, also, respect for their original order.

Political subdivision: means any county; incorporated city; town or village; drainage, conservancy, irrigation, water and sanitation or other district; mutual domestic association; public water cooperative association; community ditch association; or community land grant organized and governed pursuant to Chapter 49, Article 1 NMSA 1978:

Records Manager: An employee whose duty is to manage the creation, use, and disposition of an organization or agency's records. A degree or certification in Records Management is usually required.

Statement of Need: a logical and succinct presentation of the argument for the necessity of a project. It should be factual, reasonable, and persuasive.

Underserved Community: Populations in which individuals lack access to programs due to geography, economics, ethnicity, disability, or age.

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