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**NOTICE REGARDING INSPECTION OF PUBLIC RECORDS *See also*** [**https://legal.nmsu.edu/inspection-of-nmsu-public-records/**](https://legal.nmsu.edu/inspection-of-nmsu-public-records/)

1. **Public records of the New Mexico Department of Agriculture and of New Mexico State University are open to inspection during regular business hours (Mon-Fri, 8 am to 5 pm), upon request made to the designated Records Custodian, in accordance with the New Mexico Inspection of Public Records Act (IPRA) and with NMSU Administrative Rules and Procedures (ARP) 18.40.**
2. **Requests to inspect a public record will be addressed to the appropriate Records Custodian (see below). If there is no Records Custodian clearly designated for a specific requested record, the Office of General Counsel will designate a Records Custodian.**
3. **Requests may be made orally or in writing (including email). Requests should identify the name, address, and telephone number of the requestor, and identify the records sought with reasonable particularity.**
4. **The Records Custodian may ask for clarification regarding the records sought, but it is illegal for a Records Custodian to ask the requestor the reason they wish to review a record.**
5. **Responses to requests will, if feasible, be made in the same medium as the request. (E.g., email requests are to be responded to via email.)**
6. **When a request is not sent to the appropriate Records Custodian, the request must immediately be forwarded to University General Counsel.**
7. **Within three (3) business days of receipt of a request, the Records Custodian must either make the records available for inspection or send a letter to the requestor explaining when, no more than fifteen (15) calendar days from the receipt of the request, the records will be made available for inspection or when the Records Custodian will respond further. If the Records Custodian determines that the request is excessively burdensome or broad, and will take more than fifteen (15) calendar days to satisfy, the Records Custodian must within fifteen (15) days from receipt of the request, give the requestor written notice that additional time will be needed.**
8. **Original records may be inspected on site only, subject to reasonable conditions imposed by the Records Custodian to protect the integrity of the original records, and to prevent disruption of normal operations.**
9. **If the public record is available in electronic format and the requestor specifically requested an electronic copy, the Records Custodian will provide the public record in electronic format.**
10. **If a requested public record is contained in an information systems database, the university must provide the information sought, pursuant to NMSA 1978 §14-3-15.1, for a reasonable fee. The university is not obliged to compile information, nor to create a new record that it does not maintain.**
11. **A requestor may be required to pay a reasonable fee, in advance, for copying costs of no more than $1.00 per page, or in case of electronic copies the actual cost of downloading the copies and the cost of the electronic storage device. The university may also charge the actual cost transmittal (mail, fax, etc.).**
12. **NMSU will protect from disclosure information exempt under IPRA or other laws or recognized privileges. Two federal laws that may prohibit the disclosure of university records are the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) 2446.**
13. **The Records Custodians may not delay responding to, nor deny a records request, without consulting with the University General Counsel office.**
14. **The Records Custodian must separate public from private/confidential information prior to allowing any public inspection and must redact confidential material and any metadata that is susceptible to subsequent electronic/computerized recovery.**

| **New Mexico State University (NMSU) RECORDS CUSTODIANS – include** [**gencounsel@nmsu.edu**](mailto:gencounsel@nmsu.edu) **on all IPRA correspondence** | | |
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| **Academic Program Records**  Office of the Provost and Sr. VP Academic Affairs  P.O. Box 30001  NMSU MSC 3445  Las Cruces, NM 88003  575-646-2594  [provost@nmsu.edu](mailto:provost@nmsu.edu) and cc: [provost\_admin@nmsu.edu](mailto:provost_admin@nmsu.edu) | **College of Agriculture, Consumer & Environ Sciences**  **Records** - Office of the Dean of College of ACES  P.O. Box 30003  NMSU MSC 3AG  Las Cruces, NM 88003  575-646-3748  [acesdean@nmsu.edu](mailto:acesdean@nmsu.edu) | **College of Arts & Sciences Records**  Office of the Dean of College of A&S  P.O. Box 30001  NMSU MSC 3335  Las Cruces, NM 88003  575-646-3500  [madoming@nmsu.edu](mailto:madoming@nmsu.edu) |
| **College of Business Records**  Office of the Dean of College of Business  P.O. Box 30001  NMSU MSC 3AD  Las Cruces, NM 88003  575-646-2821  [cob-deans@nmsu.edu](mailto:cob-deans@nmsu.edu) | **College of Engineering Records**  Office of the Dean of College of Engineering  P.O. Box 30001  NMSU MSC 3449  Las Cruces, NM 88003  575-646-7234  [engrdean@nmsu.edu](mailto:engrdean@nmsu.edu) | **College of Health, Education and  Social Transformation Records**  HEST Dean’s Office  NMSU MSC 3AC, P.O. Box 30001  Las Cruces, NM 88003  575-646-5858  [hest@nmsu.edu](mailto:hest@nmsu.edu) and cc: [amromero@nmsu.edu](mailto:amromero@nmsu.edu) |
| **Community College Records-NMSU-Alamogordo**  Office of the Vice President for Academic Affairs  and Associate Campus Director,  NMSU-Alamogordo  2400 North Scenic Drive,  Alamogordo, NM  88310  575-439-3621  [eliarand@nmsu.edu](mailto:eliarand@nmsu.edu) | **Community College Records-NMSU-Carlsbad**  Office of the President of NMSU-Carlsbad  Carlsbad Community College  New Mexico State University  1500 University Drive  Carlsbad, NM 88220  575-234-9200  [NMSUCarlsbadPres@nmsu.edu](mailto:NMSUCarlsbadPres@nmsu.edu) | **Community College Records-DACC**  Office of the President of DACC  Doña Ana Community College  New Mexico State University  2800 Sonoma Ranch Blvd.  Las Cruces, NM 88011  575-527-7510  [DACCPresident@dacc.nmsu.edu](mailto:DACCPresident@dacc.nmsu.edu) |
| **Community College Records-NMSU-Grants**  Office of the President of NMSU-Grants  Grant Community College  New Mexico State University  1500 Third St.  Grants, NM 87020  505-287-6641  [nmsugrantspres@nmsu.edu](mailto:nmsugrantspres@nmsu.edu) | **Facilities and Services Records**  Office of the Assoc VP Facilities & Services  P.O. Box 30001  NMSU MSC 3545  Las Cruces, NM 88003  575-646-2101  [askfs@nmsu.edu](mailto:askfs@nmsu.edu) | **Financial and Business Records**  Office of Business Affairs  P.O. Box 30001  NMSU MSC 3AA  Las Cruces, NM 88003  575-646-2431  [fbs@nmsu.edu](mailto:fbs@nmsu.edu) |
| **Institutional Statistical Records**  Office of Institutional Analysis  P.O. Box 30001  NMSU MSC 3004  Las Cruces, NM 88003-8001  575-646-1720  [calixto1@nmsu.edu](mailto:calixto1@nmsu.edu) | **Intercollegiate Athletic Records**  Athletics Department  P.O. Box 30001  NMSU MSC 3FAC  Las Cruces, NM 88003-3145  575-646-5448  [jalma5@nmsu.edu](mailto:jalma5@nmsu.edu) | **Law Enforcement Records**  NMSU Police Department  P.O. Box 30001  NMSU MSC 3187  Las Cruces, NM 88003  575-646-3311  [police@nmsu.edu](mailto:police@nmsu.edu) |
| **Library and Historical Records**  Library Administration  P.O. Box 30006  NMSU MSC 3475  Las Cruces, NM 88003  575-646-1508  [kterpis@nmsu.edu](mailto:kterpis@nmsu.edu) | **Personnel Records**  Office of Human Resource Services  P.O. Box 30001  NMSU MSC 3HRS  Las Cruces, NM 88003  575-646-8000  [TeamHRS@nmsu.edu](mailto:TeamHRS@nmsu.edu) | **Real Estate Records**  Office of Real Estate  P.O. Box 30001  NMSU MSC 3ORE  Las Cruces, NM 88003  575-646-1727  realestate@nmsu.edu |
| **Sponsored Research Records**  Office of the Vice President for Research  P.O. Box 30001  NMSU MSC 3RES  Las Cruces, NM 88003  575-646-2481  [vpr@nmsu.edu](mailto:vpr@nmsu.edu) | **Student Records - Academic**  University Student Records  P.O. Box 30001  NMSU MSC 3AR  Las Cruces, NM 88003  575-646-3412  [records@nmsu.edu](mailto:records@nmsu.edu) | **Student Records - Nonacademic**  Students Success and Enrollment Management  P.O. Box 30001  NMSU MSC 3923  Las Cruces, NM 88003  575-646-1722  [dos@nmsu.edu](mailto:dos@nmsu.edu) |
| **William Conroy Honors Center**  Office of the Dean of the Honors College  P.O. Box 30001  NMSU MSC 3HON  Las Cruces, NM 88003  575-646-2005  [honors@nmsu.edu](mailto:honors@nmsu.edu) | **All Other Requests**  University General Counsel  P.O. Box 30001  NMSU MSC 3UGC  Las Cruces, NM  88003  575-646-2446  [gencounsel@nmsu.edu](mailto:gencounsel@nmsu.edu) |  |
| **New Mexico Department of Agriculture (NMDA) RECORDS CUSTODIAN** | | |
| **The Office of the Deputy Director/Secretary of NMDA**  MSC 3189 NMSU, P.O. Box 30005  Las Cruces, NM 80003-3189  575-646-3007 [publicrecords@nmda.nmsu.edu](mailto:publicrecords@nmda.nmsu.edu) | | |

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