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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** **on all IPRA correspondence** |
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| **Academic Program Records**Office of the Provost and Sr. VP Academic AffairsP.O. Box 30001NMSU MSC 3445Las Cruces, NM 88003575-646-2594provost@nmsu.edu and cc: provost\_admin@nmsu.edu  | **College of Agriculture, Consumer & Environ Sciences****Records** - Office of the Dean of College of ACES P.O. Box 30003NMSU MSC 3AGLas Cruces, NM 88003575-646-3748acesdean@nmsu.edu  | **College of Arts & Sciences Records** Office of the Dean of College of A&SP.O. Box 30001NMSU MSC 3335Las Cruces, NM 88003575-646-3500madoming@nmsu.edu |
| **College of Business Records**Office of the Dean of College of Business P.O. Box 30001NMSU MSC 3ADLas Cruces, NM 88003575-646-2821cob-deans@nmsu.edu | **College of Engineering Records** Office of the Dean of College of EngineeringP.O. Box 30001NMSU MSC 3449Las Cruces, NM 88003575-646-7234 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 88003575-646-5858 hest@nmsu.edu and cc: amromero@nmsu.edu |
| **Community College Records-NMSU-Alamogordo**Office of the Vice President for Academic Affairs and Associate Campus Director, NMSU-Alamogordo2400 North Scenic Drive, Alamogordo, NM  88310575-439-3621 eliarand@nmsu.edu | **Community College Records-NMSU-Carlsbad** Office of the President of NMSU-CarlsbadCarlsbad Community CollegeNew Mexico State University 1500 University DriveCarlsbad, NM 88220575-234-9200NMSUCarlsbadPres@nmsu.edu | **Community College Records-DACC**Office of the President of DACCDoña Ana Community CollegeNew Mexico State University2800 Sonoma Ranch Blvd.Las Cruces, NM 88011575-527-7510DACCPresident@dacc.nmsu.edu |
| **Community College Records-NMSU-Grants** Office of the President of NMSU-Grants Grant Community CollegeNew Mexico State University1500 Third St.Grants, NM 87020505-287-6641 nmsugrantspres@nmsu.edu | **Facilities and Services Records**Office of the Assoc VP Facilities & ServicesP.O. Box 30001NMSU MSC 3545Las Cruces, NM 88003575-646-2101 askfs@nmsu.edu | **Financial and Business Records**Office of Business AffairsP.O. Box 30001NMSU MSC 3AALas Cruces, NM 88003575-646-2431fbs@nmsu.edu  |
| **Institutional Statistical Records**Office of Institutional AnalysisP.O. Box 30001NMSU MSC 3004Las Cruces, NM 88003-8001575-646-1720calixto1@nmsu.edu | **Intercollegiate Athletic Records**Athletics DepartmentP.O. Box 30001NMSU MSC 3FACLas Cruces, NM 88003-3145575-646-5448jalma5@nmsu.edu  | **Law Enforcement Records**NMSU Police DepartmentP.O. Box 30001NMSU MSC 3187Las Cruces, NM 88003575-646-3311police@nmsu.edu |
| **Library and Historical Records**Library AdministrationP.O. Box 30006NMSU MSC 3475Las Cruces, NM 88003575-646-1508kterpis@nmsu.edu | **Personnel Records**Office of Human Resource Services P.O. Box 30001NMSU MSC 3HRSLas Cruces, NM 88003575-646-8000TeamHRS@nmsu.edu | **Real Estate Records**Office of Real EstateP.O. Box 30001NMSU MSC 3ORELas Cruces, NM 88003575-646-1727realestate@nmsu.edu |
| **Sponsored Research Records**Office of the Vice President for ResearchP.O. Box 30001NMSU MSC 3RESLas Cruces, NM 88003575-646-2481vpr@nmsu.edu | **Student Records - Academic**University Student RecordsP.O. Box 30001NMSU MSC 3ARLas Cruces, NM 88003575-646-3412records@nmsu.edu | **Student Records - Nonacademic**Students Success and Enrollment ManagementP.O. Box 30001NMSU MSC 3923Las Cruces, NM 88003575-646-1722dos@nmsu.edu |
| **William Conroy Honors Center**Office of the Dean of the Honors CollegeP.O. Box 30001NMSU MSC 3HONLas Cruces, NM 88003575-646-2005honors@nmsu.edu | **All Other Requests** University General CounselP.O. Box 30001NMSU MSC 3UGCLas Cruces, NM  88003575-646-2446gencounsel@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 30005Las Cruces, NM 80003-3189575-646-3007 publicrecords@nmda.nmsu.edu |

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