

NOTICE REGARDING INSPECTION OF PUBLIC RECORDS

See also <https://legal.nmsu.edu/inspection-of-nmsu-public-records/>

- 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.
- 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.
- 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.
- 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.
- 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.)
- When a request is not sent to the appropriate Records Custodian, the request must immediately be forwarded to University General Counsel.
- 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.
- 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.
- 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.
- 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.
- 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.).
- 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.
- The Records Custodians may not delay responding to, nor deny a records request, without consulting with the University General Counsel office.
- 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		
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 and cc: 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	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
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	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	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 and cc: amromero@nmsu.edu
Community College Records-NMSU-Alamogordo NMSU-Alamogordo 2400 North Scenic Drive, Alamogordo, NM 88310 575-439-3621 eliarand@nmsu.edu	Community College Records-NMSU-Carlsbad Carlsbad Community College New Mexico State University 1500 University Drive Carlsbad, NM 88220 575-234-9200 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
Community College Records-NMSU-Grants Grant Community College New Mexico State University 1500 Third St. Grants, NM 87020 505-287-6641 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	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
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	Intercollegiate Athletic Records Athletics Department P.O. Box 30001 NMSU MSC 3FAC Las Cruces, NM 88003-3145 575-646-5448 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
Library and Historical Records Library Administration P.O. Box 30006 NMSU MSC 3475 Las Cruces, NM 88003 575-646-1508 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	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	Student Records - Academic University Student Records P.O. Box 30001 NMSU MSC 3AR Las Cruces, NM 88003 575-646-3412 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
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	All Other Requests University General Counsel P.O. Box 30001 NMSU MSC 3JGC Las Cruces, NM 88003 575-646-2446 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		