

NOTICE REGARDING INSPECTION OF PUBLIC RECORDS

See also <http://manual.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		
Academic Program Records Office of the Exec. VP and Provost P.O. Box 30001 NMSU MSC 3445 Las Cruces, NM 88003 575-646-2127 provost@nmsu.edu	Facilities and Services Records P.O. Box 30001 NMSU MSC 3545 Las Cruces, NM 88003 575-646-2431 af@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 agdean@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 artsci@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 Education Records Office of the Dean of College of Education P.O. Box 30001 NMSU MSC 3AC Las Cruces, NM 88003 575-646-5858 education@nmsu.edu ; amromero@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 and Social Services Records Office of the Dean of College of HSS P.O. Box 30001 NMSU MSC 3446 Las Cruces, NM 88003 575-646-3526 health@nmsu.edu	Community College Records-NMSU-Alamogordo Office of the President of NMSU-Alamogordo Alamogordo Community College 2400 North Scenic Drive Alamogordo, NM 88310 575-439-3696 nmsua.pres@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	Community College Records-DACC Office of the President of DACC Doña Ana Community College New Mexico State University 2800 N. Sonoma Ranch Blvd. Las Cruces, NM 88011 575-527-7500 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 505-287-7981 nmsugrantspres@nmsu.edu
Financial and Business Records Office of Business Affairs P.O. Box 30001 NMSU MSC 3AA Las Cruces, NM 88003 575-646-2431 af@nmsu.edu	Library and Historical Records Library Administration P.O. Box 30006 NMSU MSC 3475 Las Cruces, NM 88003 575-646-1508 admin@lib.nmsu.edu	Honors College Records Office of the Dean of the Honors College P.O. Box 30001 NMSU MSC 3HON Las Cruces, NM 88003 575-646-2005
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
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 Student Success and Enrollment Management 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 3EM Las Cruces, NM 88003 575-646-7067 vpss@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
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		