

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 ("NMIPRA") and with NMSU Policy 2.90.40.
2. Requests to inspect a public record shall 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 verbally 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. Requesters shall not be asked for the reason they wish to review a record (the law prohibits this).
4. Responses to requests shall be made in the same medium as the request. (i.e. email requests shall be responded to via email.)
5. If a request is received by an NMSU office or employee not designated as a Records Custodian, the office/person receiving the request shall forward it to the appropriate Records Custodian or to the Office of General Counsel.
6. The public record(s) subject of the request shall be made available within 3 days, or as soon as practicable. If the records will not be made available for inspection within 3 [business] days from receipt by the Records Custodian, then the custodian shall respond within this 3 days period and indicate when the records will be made available or will otherwise further respond, within 15 [calendar] days. If the Records Custodian determines that the request is excessively burdensome or broad, notice may be sent to the requestor, within 15 days of receipt of the request, informing that additional time will be needed and/or inviting clarification regarding the records sought.
7. 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.
8. If the public record is available in electronic format and the requestor specifically requested an electronic copy, the Records Custodian will provide the public portions of the record in electronic format.
9. If the information requested is contained in an information systems database, the university must provide the information sought, pursuant to a distinct Act, 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, unless required by the statute cited above.
10. Under the NMIPRA, the requestor may be required to pay a fee in advance for the university's costs of no more than \$1.00 per copy, or the cost of the electronic storage device and/or costs of electronic transmittal. Fees to be charged for access to database information is a distinct matter.
11. NMSU representatives shall protect from disclosure information exempt under the NMIPRA or other law or recognized privilege. Two federal laws that prohibit the public disclosure of university records are the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA). Requests for inspection will be permitted consistent with the law and with the rights of the parties.
12. The Records Custodians shall not delay responding to, nor deny a records request, without consulting with the Office of General Counsel.
13. The Records Custodian must separate public from private/confidential information prior to allowing any public inspection and shall ensure that the private/confidential material is redacted and that any metadata is not susceptible to subsequent electronic/computerized recovery.

**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)

**New Mexico State University (NMSU) RECORDS CUSTODIANS**

<p><b>Academic Program Records</b>                  Office of the Exec. VP and Provost                  P.O. Box 30001                  NMSU MSC 3445                  Las Cruces, NM 88003                  575-646-2127  <a href="mailto:provost@nmsu.edu">provost@nmsu.edu</a></p>	<p><b>Capital Outlay Project Records</b>                  Office of Facilities and Services                  P.O. Box 30001                  NMSU MSC 3545                  Las Cruces, NM 88003                  575-646-7114  <a href="mailto:AskFS@nmsu.edu">AskFS@nmsu.edu</a></p>	<p><b>College of ACES Records</b>                  Office of the Dean of College of ACES                  P.O. Box 30001                  NMSU MSC 3AG                  Las Cruces, NM 88003                  575-646-1806  <a href="mailto:agdean@nmsu.edu">agdean@nmsu.edu</a></p>
<p><b>College of Arts &amp; Sciences Records</b>                  Office of the Dean of College of A&amp;S                  P.O. Box 30001                  NMSU MSC 3335                  Las Cruces, NM 88003                  575-646-3500  <a href="mailto:cthomas@nmsu.edu">cthomas@nmsu.edu</a></p>	<p><b>College of Business Records</b>                  Office of the Dean of College of Business                  P.O. Box 30001                  NMSU MSC 3AD                  Las Cruces, NM 88003                  575-646-2821  <a href="mailto:deans@business.nmsu.edu">deans@business.nmsu.edu</a></p>	<p><b>College of Education Records</b>                  Office of the Dean of College of Education                  P.O. Box 30001                  NMSU MSC 3AC                  Las Cruces, NM 88003                  575-646-5858  <a href="mailto:iquinone@nmsu.edu">iquinone@nmsu.edu</a></p>
<p><b>College of Engineering Records</b>                  Office of the Dean of College of Engineering                  P.O. Box 30001                  NMSU MSC 3449                  Las Cruces, NM 88003                  575-646-7234  <a href="mailto:engrdean@nmsu.edu">engrdean@nmsu.edu</a></p>	<p><b>College of Health and Social Services Records</b>                  Office of the Dean of College of HSS                  P.O. Box 30001                  NMSU MSC 3446                  Las Cruces, NM 88003                  575-646-3526  <a href="mailto:health@nmsu.edu">health@nmsu.edu</a></p>	<p><b>Community College Records-NMSU-Alamogordo</b>                  Office of the President of NMSU-Alamogordo                  Alamogordo Community College                  2400 North Scenic Drive                  Alamogordo, NM 88310                  575-439-3696  <a href="mailto:nmsua.pres@nmsu.edu">nmsua.pres@nmsu.edu</a></p>
<p><b>Community College Records-NMSU-Carlsbad</b>                  Office of the President of NMSU-Carlsbad                  Carlsbad Community College                  New Mexico State University                  1500 University Drive                  Carlsbad, NM 88220                  575-234-9200  <a href="mailto:NMSUCarlsbadPres@nmsu.edu">NMSUCarlsbadPres@nmsu.edu</a></p>	<p><b>Community College Records-DACC</b>                  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  <a href="mailto:DACCPresident@dacc.nmsu.edu">DACCPresident@dacc.nmsu.edu</a></p>	<p><b>Community College Records-NMSU-Grants</b>                  Office of the President of NMSU-Grants                  Grant Community College                  New Mexico State University                  1500 Third St.                  Grants, NM 87020                  505-287-7981  <a href="mailto:nmsugrantspres@nmsu.edu">nmsugrantspres@nmsu.edu</a></p>
<p><b>Financial and Business Records</b>                  Office of Business Affairs                  P.O. Box 30001                  NMSU MSC 3AA                  Las Cruces, NM 88003                  575-646-2431  <a href="mailto:af@nmsu.edu">af@nmsu.edu</a></p>	<p><b>Library and Historical Records</b>                  Library Administration                  P.O. Box 30006                  NMSU MSC 3475                  Las Cruces, NM 88003                  575-646-1508  <a href="mailto:admin@lib.nmsu.edu">admin@lib.nmsu.edu</a></p>	<p><b>Honors College Records</b>                  Office of the Dean of the Honors College                  P.O. Box 30001                  NMSU MSC 3HON                  Las Cruces, NM 88003                  575-646-2005  <a href="mailto:honors1@nmsu.edu">honors1@nmsu.edu</a></p>
<p><b>Institutional Statistical Records</b>                  Office of Institutional Analysis                  P.O. Box 30001                  NMSU MSC 3004                  Las Cruces, NM 88003                  575-646-1720  <a href="mailto:irpoa@nmsu.edu">irpoa@nmsu.edu</a></p>	<p><b>Intercollegiate Athletic Records</b>                  Athletics Department                  P.O. Box 30001                  NMSU MSC 3FAC                  Las Cruces, NM 88003-3145                  575-646-5448  <a href="mailto:evah@nmsu.edu">evah@nmsu.edu</a></p>	<p><b>Law Enforcement Records</b>                  NMSU Police Department                  P.O. Box 30001                  NMSU MSC 3187                  Las Cruces, NM 88003                  575-646-3311  <a href="mailto:police@nmsu.edu">police@nmsu.edu</a></p>
<p><b>Personnel Records</b>                  Office of Human Resource Services                  P.O. Box 30001                  NMSU MSC 3HRS                  Las Cruces, NM 88003                  575-646-8000  <a href="mailto:hrs@nmsu.edu">hrs@nmsu.edu</a></p>	<p><b>Real Estate Records</b>                  Office of Real Estate                  P.O. Box 30001                  NMSU MSC 3545                  Las Cruces, NM 88003                  575-646-4090  <a href="mailto:realestate@nmsu.edu">realestate@nmsu.edu</a></p>	<p><b>Sponsored Research Records</b>                  Office of the Vice President for Research                  P.O. Box 30001                  NMSU MSC 3RES                  Las Cruces, NM 88003                  575-646-2481  <a href="mailto:vpr@nmsu.edu">vpr@nmsu.edu</a></p>
<p><b>Student Records - Academic</b>                  Office of the Registrar                  P.O. Box 30001                  NMSU MSC 3AR                  Las Cruces, NM 88003                  575-646-3411  <a href="mailto:registra@nmsu.edu">registra@nmsu.edu</a></p>	<p><b>Student Records - Nonacademic</b>                  Office of Student Affairs and Enrollment Management                  P.O. Box 30001                  NMSU MSC 3EM                  Las Cruces, NM 88003                  575-646-5882  <a href="mailto:vpsaem@nmsu.edu">vpsaem@nmsu.edu</a></p>	<p><b>All Other Requests</b>                  University General Counsel                  P.O. Box 30001                  NMSU MSC 3UGC                  Las Cruces, NM 88003                  575-646-2446  <a href="mailto:gencounsel@nmsu.edu">gencounsel@nmsu.edu</a></p>