

2.90.40 Inspection of Public Records

- A. Purpose: To facilitate compliance with the New Mexico Inspection of Public Records Act (NMSA 1978, §14-2-1 et seq).
- B. Scope: This policy applies throughout the NMSU system.
- C. Policy Administrator: The Office of General Counsel administers this policy, and provides guidance as needed to the various custodians of public records as they respond to requests for inspection of public documents.
- D. Definitions: See the definitions contained within the NM Inspection of Public Records Act, NMSA 1978, § 14-2-6.
- E. Policy Statement: The designated custodians of public records shall respond to requests for inspection in a timely and professional manner, in compliance with the NM Inspection of Public Records Act (NMIPRA). If the Procedural Guidelines do not clearly identify a records custodian for a particular record sought, university general counsel is authorized to designate an appropriate university official to serve as records custodian for the request. Requests for inspection of university records will be considered and permitted consistent with the applicable law and the rights of the parties.
- F. Procedural Guidelines: With approval from the Chancellor, the policy administrator may issue and amend Procedural Guidelines, provided they are consistent with this policy and the NMIPRA. The Procedural Guidelines shall be posted at <http://manual.nmsu.edu/inspection-of-nmsu-public-records/>

REVISION HISTORY:

Amendment recommended by the Administrative Council 09.13.11; approved by the Board of Regents 10.10.11

Amendment recommended by the Administrative Council 11.08.11; approved by the Board of Regents 12.09.11.

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