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 appropriate 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 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 to indicate when the records will be made available or will otherwise 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 it as soon as practicable.