

STATE OF NEW MEXICO  
OFFICE OF THE ATTORNEY GENERAL



HECTOR H. BALDERAS  
ATTORNEY GENERAL

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January 23, 2018

VIA EMAIL

Elsa Cole  
Office of University Counsel  
MSC05 3440  
1 University of New Mexico  
Albuquerque, NM 87131-0001

Re: Document Request

Dear Ms. Cole:

On behalf of the Office of the Attorney General multidisciplinary team, I appreciate you and your colleagues taking the time to meet with us on January 4, 2018. Thank you as well for the initial disclosures you made on January 12, 2018. As we discussed at the meeting, we are hereby formalizing our initial requests for additional documents necessary for the Office of the Attorney General's ongoing civil and criminal review.

As used below, the "relevant time period" is January 1, 2015 through the present, unless otherwise noted. We therefore request copies of the following documents:

1. Any and all UNM policies regarding record retention and record destruction, including any changes made during the relevant time period;
2. Any and all policies, procedures, or protocols related to the Inspection of Public Records Act ("IPRA"), including any changes made during the relevant time period;
3. The names and contact information for all employees of the records office during the relevant time period;
4. Any and all complaints that UNM has received related to record retention, record destruction, or IPRA during the relevant time period, including written dispositions or resolutions;
5. A complete list of any lawsuits filed, concluded, or active during the relevant time period in which UNM or any component of UNM is a defendant and the claims involve any violation of IPRA or UNM's records policies;
6. Any and all policies regarding email usage and privacy, including any changes made during the relevant time period;

7. Any and all unabridged articles of incorporation and bylaws for the UNM Foundation, Lobo Club, and Alumni Association in UNM's possession from the date the entities were created through the present;
8. Any and all contracts or other agreements between UNM and UNM Foundation, Lobo Club, or Alumni Association from the date these entities were created through the present;
9. Any and all annual reports, internal and external, financial and compliance audit reports, or other reports received from or issued by UNM Foundation, Lobo Club, or Alumni Association during the relevant time period, including any and all statements issued from UNM Foundation to each college, school, or department that is the recipient of an endowment;
10. Any and all UNM policies, procedures, or protocols related to UNM Foundation, Lobo Club, or Alumni Association, including any changes during the relevant time period;
11. A complete listing of any employees of UNM Foundation, Lobo Club, or Alumni Association who utilized office or other space on UNM property during the relevant time period and the locations of each;
12. Any and all UNM policies, procedures, or protocols for receiving, updating, or verifying any information of donor intent for money received from or through UNM Foundation, Lobo Club, or Alumni Association, including any changes made during the relevant time period;
13. Any and all donor forms submitted by donors and any correspondence sent to donors during the relevant time period that are in UNM's possession, including any donor amendment forms and any contributions letters;
14. Any and all UNM policies related to the procurement of external investigative services, including any changes during the relevant time period;
15. Any and all records related to the procurement external investigative services during the relevant time period, including any requests for proposals, bids, awards, contracts, scopes of work and other procurement documents;
16. Any and all records provided by UNM to external investigative services contractors during the relevant time period;
17. Any and all investigative reports, memoranda, or findings in any other format made by external investigative services contractors during the relevant time period;
18. Any and all UNM policies regarding procurement cards, including any changes during the relevant time period;
19. Any and all records documenting violations of any policies regarding procurement cards;
20. A complete listing of all UNM employees who were authorized to use procurement cards during the relevant time period, including name, title, position, and department;
21. Any and all policies, procedures, or protocols related to the UNM compliance office, including any changes during the relevant time period;
22. A list of all matters referred to or handled by the UNM compliance office during the relevant time period, including copies of any written complaints and written dispositions or resolutions, and including any matters of which the UNM compliance office is aware, even if not formally handled through the compliance office;
23. Any and all minutes, agendas, and presentations for meetings of the UNM Board of Regents Audit and Compliance Committee during the relevant time period, including any reports by the UNM compliance office;

24. Any and all internal audit reports, including internal audit plans and risk assessments, written during or pertaining to the relevant time period;
25. A complete list of all matters referred to the UNM Police Department during the relevant time period, including copies of any written complaints and written dispositions or resolutions;
26. Any and all records related to any criminal investigation conducted by UNM Police Department that has been referred to any state or federal prosecuting authority during the relevant time period;
27. Any and all correspondence to, from, cc:, or bcc: any state or federal prosecuting authority during the relevant time period;
28. Any and all policies, procedures, and protocols related the Athletics Department finances;
29. Any and all correspondence to, from, cc:, or bcc: former Athletics Director Paul Krebs during the relevant time period, including any emails that have been archived;
30. Any and all records related to a June 2015 trip to Scotland, including any correspondence, travel records, financial records, reimbursement requests, complaints, investigative reports, and law enforcement referrals;
31. A complete listing of the names, titles, positions, and contact information of any person employed in the Athletics Department during the relevant time period;
32. Any and all records related to complaints or investigations involving the Athletics Department during the relevant time period, including any written complaints, investigative reports, documentary evidence, findings, and dispositions;
33. Any and all contracts and any other agreements with holders of suites at any UNM spectator facility, any records or investigations of unpaid accounts receivable related to these suites, during the relevant time period;
34. Any and all documents related to the investigation of Cody Hopkins, including any documents provided to police or prosecutors;
35. Any and all documents related to the investigation of Alma Rosa Silva-Banuelos, including any documents provided to police or prosecutors;
36. Any and all UNM policies related to Title IX compliance, including any changes made during the relevant time period; and
37. A listing of all matters referred to or handled by the Office of Equal Opportunity during the relevant time period, including copies of any written complaints and written dispositions or resolutions.

Thank you for your prompt attention to this request. Please provide the requested documents within 45 days of your receipt of this letter. To the greatest extent possible, disclosure in electronic form is preferred. Should you have any questions about this request, please feel free to contact me.

Sincerely,



Kenneth H. Stalter  
General Counsel

New Mexico Office of the Attorney General