



**NEW MEXICO ENVIRONMENT DEPARTMENT  
INSPECTION OF PUBLIC RECORDS REQUEST FORM**

Please fill out the following information:

1. Date: \_\_\_\_\_
2. Requestor's Name: \_\_\_\_\_
3. Requestor's Address: \_\_\_\_\_  
\_\_\_\_\_
4. Phone No.: (\_\_\_\_) \_\_\_\_\_
5. Email: \_\_\_\_\_
6. Company Being Represented (if applicable): \_\_\_\_\_
7. Address: \_\_\_\_\_  
\_\_\_\_\_
8. Document or File being requested to be reviewed or copied (please describe the records in sufficient detail to enable Department personnel to reasonably identify & locate the records):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. NMED Bureau where Document/File can be found (if known): \_\_\_\_\_

\_\_\_\_\_  
Signature

The cost for copying by NMED is as indicated on Attachment A. Please send this request to:

**Inspection of Public Records Officer  
1190 St. Francis Drive, Ste. N-4050  
Santa Fe, New Mexico 87505  
fax: (505) 827-1628 or  
email:  
[environment.records@env.nm.gov](mailto:environment.records@env.nm.gov)**

## ATTACHMENT A

A. Copies of Paper Records: The Public Records Custodian may charge reasonable fees for copying public records, payable in advance, and, upon request, shall provide a receipt. NMSA 1978, § 14-2-9 (B). Unless a different fee is otherwise prescribed by law or regulation, the following fees apply to producing copies of paper records and scanning paper records to create pdf files for electronic delivery.

- (1) 8 ½ x 11" - \$0.25 per page
- (2) 8 ½ x 14" (1 to 99 copies) - \$0.30 per page
- (3) 8 ½ x 14" (100 to 499 copies) - \$0.60 per page in excess of 99
- (4) 8 ½ x 14" (500 or more copies) - \$1.00 per page in excess of 499
- (5) 11" x 17" (1 to 99 copies) - \$0.35 per page
- (6) 11" x 17" (100 to 499 copies) - \$0.70 per page in excess of 99
- (7) 11" x 17" (500 or more copies) - \$1.00 per page in excess of 499

B. Audio tape or digital recording reproduction: \$2.00 per tape or digital recording if copied by the Department; if the Department does not have the capability to copy the tape or digital recording with reasonable audio quality, the Department may charge the cost required to have the tape copied by an outside service.

C. Printed Copies of Records from Department Electronic Information Systems: Information contained in an electronic information system shall be disclosed in printed or typed format upon payment of a reasonable fee. NMSA 1978, § 14-3-15.1(A). If an Inspection of Public Records Act request requires searching, manipulating, retrieving or reviewing data from an electronic information system, a fee shall be charged for the service. NMSA 1978, § 14-3-15.1(F).

1. For requests resulting in less than 100 pages of records, the Department's reasonable fee shall be the copy cost set forth in Section IX.A. If the Department receives multiple requests from the same or related requestors, the Department may aggregate the requests and charge a fee under Section IX.C.2.

2. For requests of 100 or more pages of records, a reasonable fee shall be the actual staff salary multiplied by the staff time taken to complete the request plus the copy cost set forth in Section IX.A. For requests of 100 pages or more from information systems databases, the Department shall provide an estimate to the requestor and may require a down payment of the estimate before beginning to retrieve records. The Department may charge additional down payments as documents are retrieved and produced.

D. Electronic Format of Electronic Information: If an Inspection of Public Records Act request requires searching, manipulating, retrieving or reviewing data from an electronic information system, a fee shall be charged for the service. NMSA 1978, § 14-3-15.1(F). The fee to produce information in electronic format is the actual staff salary multiplied by the staff time taken to complete the request.

E. Prints from digital images: 5" x 7" or 8" x 10" - \$15.00 (ea.).