



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

Please fill out the following information:

1. Date: _____
2. Requestor's Name: _____
3. Requestor's Address: _____

4. Phone No.: (____) _____
5. Company Being Represented: _____
6. Address: _____

7. 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):

8. NMED Bureau where Document/File can be found (if known): _____

Signature

The cost of requestor copying is .25 cents per page for 8 1/2 x 11, for all other sized or redacted documents see Attachment A. Please send this request to:

**Melissa Y. Mascareñas
Inspection of Public Records Officer
1190 St. Francis Drive, Ste. N-4050
Santa Fe, New Mexico 87505
or fax: (505) 827-1628**

ATTACHMENT A

A.. Where redacting is not required for paper photocopies:

- (1) 8 ½" x 11" (1 to 99 copies) - \$0.25 per page
- (2) 8 ½" x 11" (100 to 499 copies) - \$0.40 per page in excess of 99
- (3) 8 ½" x 11" (500 or more copies) - \$0.55 per page in excess of 499
- (4) 8 ½" x 14" (1 to 99 copies) - \$0.30 per page
- (5) 8 ½" x 14" (100 to 499 copies) - \$0.45 per page in excess of 99
- (6) 8 ½" x 14" (500 or more copies) - \$0.60 per page in excess of 499
- (7) 11" x 17" (1 to 99 copies) - \$0.35 per page
- (8) 11" x 17" (100 to 499 copies) - \$0.50 per page in excess of 99
- (9) 11" x 17" (500 or more copies) - \$0.65 per page in excess of 499

B. Audio tape reproduction - \$2.00 per tape.

C. Electronic Format or Database Information: For information stored in electronic form including information stored within NMED databases, or requested in electronic format, the New Mexico Environment Department's Release of Public Information in Electronic Format form must be completed. The fee to produce such information in electronic format is the actual staff salary multiplied by the staff time needed to complete the request.

D. Prints from digital images: 5" x 7" or 8" x 10" - \$12.00.

E. Where redacting is required, one dollar (\$1.00) per page regardless of the number or size of copies and regardless of the medium.

ATTACHMENT B

**New Mexico Environment Department
Release of Public Information in Electronic Format**

In accord with the Inspection of Public Records Act, NMSA 1978, Section 14-3-15.1(C), any person requesting of a public record from the New Mexico Environment Department in any electronic medium (e.g., spreadsheets, GIS layers, database extracts) or database agrees:

1. not to make unauthorized copies;
2. not to use the electronic information for any political or commercial purpose unless the purpose and use is approved in writing by the New Mexico Environment Department;
3. not to use the electronic information for solicitation or advertisement when it contains the name, address or telephone number of any person, unless such use is otherwise specifically authorized by law;
4. not to allow access to the electronic information by any other person unless the use is approved in writing by the New Mexico Environment Department; and
5. to pay a royalty or other consideration to the state of New Mexico as may be agreed upon by the New Mexico Environment Department.

If information contained in the electronic format is searched, manipulated, or retrieved or if an electronic copy is made for any private or nonpublic use, a fee shall be charged by the New Mexico Environment Department.

Except as authorized by law or rule of the State Commission of Public Records, any person who reveals to any unauthorized person information contained in a computer database or who uses or permits the unauthorized use or access to any computer database is guilty of a misdemeanor, and upon conviction the court shall sentence that person to jail for a definite term not to exceed one year or to payment of a fine not to exceed five thousand dollars (\$5,000) or both. That person shall not be employed by the state for a period of five years after the date of conviction. NMSA 1978, Section 14-3-15.1(G).

I, _____ (print name), have requested information in electronic format from the New Mexico Environment Department, and have read and certify that I comply with the conditions listed above.

Signature

For NMED Use Only

Electronic Information Requested: _____

Format (e.g. database, spreadsheet, map, other) _____

Bureau: _____

Name of Individual Releasing electronic Information: _____

Date: _____