



Richard J. Berry, Mayor

City of Albuquerque
Environmental Health Department
Air Quality Division
P.O. Box 1293
Albuquerque, New Mexico 87103



Mary Lou Leonard, Acting Director

REQUEST TO INSPECT PUBLIC RECORDS

TO: Custodian of Records/Division Manager
NAME: ISREAL L. TAVAREZ, P.E., ENGINEERING DIVISION MANAGER
DIVISION FAX #: 505-768-1977
MAILING ADDRESS: P.O. BOX 1293
ALBUQUERQUE, NM 87103

FROM: **NAME:** _____
FULL MAILING ADDRESS: _____

AGENCY or COMPANY (if applicable): _____

TELEPHONE: _____
E-mail: _____

I would like to review the following documents (**NOTE TO REQUESTER** Please provide a detailed description of the files you are requesting to review):

- 1.
- 2.
- 3.
- 4.

Signature of Requestor

Date

****NOTE TO REQUESTER****

If you want a copy of any non-exempt public record, as provided by the Public Records Act, the Division “may require advance payment of the fees (for copying) before making copies of public records,” NMSA 14-2-9.B.3. Consistent with NMSA 14-2-9.B.3 and City of Albuquerque Administrative Instruction No. 1-7, revised 5/7/07, the Division requires payment of \$0.10 per page for black and white copies 8.5" x 14" or less, and \$0.90 per page for color copies before copying.