



Martin J. Chávez, Mayor

**City of Albuquerque**  
**Environmental Health Department**  
**Air Quality Division**  
11850 Sunset Gardens SW.  
Albuquerque, New Mexico 87121



Alfredo R. Santistevan, 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:** 11850 SUNSET GARDENS S.W.  
ALBUQUERQUE, NM 87121

**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.