

EXHIBIT B

NCRTD REQUEST FOR PUBLIC RECORDS

In accordance with Section 14.-2.-.1 NMSA 1978, as amended, I would like to inspect and/or copy the following documents: (Please list records with reasonable particularity)

I promise to pay copying charges as listed in the attached Copy Fee Schedule. If the copying charges will exceed \$_____ please call me to discuss. I understand that payment is due at, or before, the time of receipt of the copies requested. A receipt shall be provided upon request.

Public records will be available from 8:00 a.m. to 5:00 p.m. on normal business days. Original records may not be removed from the NCRTD offices.

Name of Requester _____ Date _____

Signature _____ Telephone Number _____

Address _____ e-mail address _____

FOR DEPARTMENT USE ONLY

The request to inspect public records is: Approved _____ Disapproved for the following reason(s): _____ _____ _____ _____	3 Day Deadline _____
	15 Day Deadline _____
	Date Completed _____
	No. of Copies _____
	Cost _____
	Receipt No. _____

EXHIBIT C

COPY FEE SCHEDULE FOR PUBLIC RECORDS

<u>11" x 17" copies or smaller</u>	Color or b&w, one side only Two sided copies	\$1.00 per page \$1.50 per page
<u>11" x 17" or larger</u>	Maps, drawings, documents	\$1.50 per sq. foot
<u>Faxes</u>		\$1.00 per page
<u>Scan Fee</u>		\$1.00 per page
<u>US Postal Services</u>		Actual costs incurred
<u>Documents on CD/DVD</u>		\$3.00 per CD/DVD

ELECTRONIC TRANSMITTAL

Documents NOT in electronic format \$1.00 per page
Documents already saved in electronic format No charge up to 1MB
(Documents that collectively total more than 1MB must be downloaded to a non-rewritable CD/DVD)

Free Copies Each requester is entitled to fifteen copies at no charge per calendar year for documents 11" x 17" in size or smaller.

Standard per-side copy fees include up to 15 minutes of staff time to retrieve the records and all photocopying/scanning. If the request requires additional staff time, research, or attorney review, additional labor fees will be charged. Labor fees are based on the actual cost of the employee performing the work, which includes hourly payroll rate, benefits, and overhead. Work to which the standard per side copy fees cannot be applied will be charged on the basis of actual cost (NCRTD Public Records Request Policy Section 6.14).