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*State of New Mexico*  
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December 22, 2015

**MEMORANDUM**

TO: All State Agencies  
FROM: David Abbey, Director  
SUBJECT: **2016 Legislative Session – Agency Bill Analyses**

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During the 2015 Legislative Session, as in previous years, the New Mexico Legislature will rely on state agencies to produce analyses of proposed legislation. The Legislative Finance Committee (LFC) will use an e-mail system for requesting and transmitting bill analyses. To facilitate this process, agencies should identify a single e-mail address to serve as the agency's point of contact with the LFC.

A list of agency contacts from the 2015 session is attached. If your agency's contact information is inaccurate, please e-mail corrections to attn: FIR contact [jessica.eden@nmlegis.gov](mailto:jessica.eden@nmlegis.gov) no later than January 4, 2016.

Detailed instructions, including the standard file format and naming convention for bill analyses, will be available beginning January 7, 2016, at <http://goo.gl/iZCgl4>. Please pay careful attention to the instructions.

Training for agency staff will be conducted January 7, 2016, in Room 307 of the Capitol at 2:00 PM.

Pre-filed bills have been submitted and are available on the Legislative website at <http://goo.gl/AIE6JB>. Requests for agency analyses will be sent out beginning January 7, 2016, so FIRs can be completed prior to the session.

If you have any questions, please call Jeannae Leger at (505) 986-4543.

Thank you for your attention, support and cooperation.

Attachment