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December 21, 2011

**MEMORANDUM**

TO: All State Agencies

FROM: David Abbey, Director

**SUBJECT: 2012 Legislative Session – Agency Bill Analyses**

During the 2012 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 2011 Session is attached. If your agency's contact information is inaccurate, please e-mail corrections to [lfc@nmlegis.gov](mailto:lfc@nmlegis.gov) no later than January 6, 2012.

Detailed instructions, including the standard file format and naming convention for bill analyses, will be available beginning January 3, 2012, at <http://www.nmlegis.gov/Sessions/11%20Regular/LFCForms/>. Please pay careful attention to the instructions.

If you have any questions, please call Annamae Montoya at (505) 986-4559.

Thank you for your attention, support and cooperation.

DA/svb

Attachment