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December 9, 2009

**MEMORANDUM**

TO: All State Agencies

FROM: David Abbey, Director 

**SUBJECT: 2010 Legislative Session – Agency Bill Analyses**

During the 2010 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 2009 Session is attached. If your agency's contact information is inaccurate, please e-mail corrections to [lfc@nmlegis.gov](mailto:lfc@nmlegis.gov) after December 22, 2009 and no later than January 11, 2010.

Detailed instructions, including the standard file format and naming convention for bill analyses, will be available beginning January 11, 2010, at <http://www.nmlegis.gov/lcs/lfc/lfcdefault.aspx>. Please pay careful attention to the instructions.

If you have any questions, please call Samantha Montoya at (505) 986-4550.

Thank you for your attention, support and cooperation.

DA/svb

Attachment