

WASHOE COUNTY PUBLIC RECORDS REQUEST FORM



All requests for public records will be responded to no later than the fifth business day after the request is received, in accordance with the provisions of Chapter 239 of Nevada Revised Statutes and Washoe County Resolution Adopting Public Records Policies and Procedures.

Please submit completed form to Washoe 311 at washoe311@washoecounty.us.

This section should be completed by the Requester (optional)					
Date of Request:					
Name of Requester (Optional):					
Address:					
Telephone:					
Email:					
Documents Requested (Please be as specific as possible and include names and dates of the documents if you know them. This will help us respond to your request as fast as possible.)					
1.					6.
2.					7.
3.					8.
4.					9.
5.					10.
Date Documents Needed By:	AM_____		Signature: (Optional)		
	PM_____				
Copy Needed:	Yes:	No:	Certified Copy:	Yes:	No:
				Electronic Copy:	Yes: No:

This section to be completed by the Department			
Department Receiving the Request:			
Actual Charge (if extraordinary use):			
Date Request Filled:		Employee Initials:	

Determination of Access if Document is not a known public record			
District Attorney Referral		Access Granted (circle one)	
Date Sent:	Date Returned:	Yes	No
Reason for Denial (addendum if necessary):			

A copy of the form should be given to requester and Copy retained in department records.



FEES FOR COPIES OF PUBLIC RECORDS



PURSUANT TO NEVADA REVISED STATUTES CHAPTER 239 AND THE BOARD'S RESOLUTION ADOPTING PUBLIC RECORD POLICIES AND PROCEDURES FOR WASHOE COUNTY, THE FOLLOWING IS WASHOE COUNTY'S FEE SCHEDULE FOR COPIES OF PUBLIC RECORDS, WHERE THE FEE IS NOT OTHERWISE SET BY STATE OR FEDERAL LAW OR REGULATION

Copies on letter size or legal size paper

You will not be charged unless the request takes longer than 30 minutes to fill or requires the extraordinary use of technology to fill. If the request takes longer than 30 minutes to fill, you will be charged a fee equal to the average hourly wage of the lowest compensated employee available to fill the request times the amount of time greater than the first 30 minutes. You will be charged the actual cost for the extraordinary use of technology.

Copies of Public Records in Other Mediums (tapes, CD's, VCR, etc.)

You will be charged our actual cost to reproduce the public record.

Geographic Information System Records

The fee will be charged in accordance with NRS 239.054

**WE WILL TELL YOU THE COST TO FILL A PUBLIC RECORD
REQUEST BEFORE YOUR REQUEST IS FILLED AND ANY
CHARGE IS ASSESSED**