

## **CONSUMER AFFAIRS UNIT**

### **PUBLIC RECORDS REQUESTS**

#### **FEE SCHEDULE**

Unless otherwise provided by statute or regulation, fees for public records consist of the actual cost to the agency to provide the copy of the requested public records. "Actual cost" refers to the direct cost incurred by the agency in providing the public record, including without limitation, the cost of ink, toner, paper, media and postage. NRS 239.005.1. If a request for public records is outsourced, the cost charged by the entity to whom it is outsourced will be charged to the person requesting the records.

If an estimate of the actual cost of providing a public record exceeds \$25, the agency will notify the person requesting a copy of the record in writing and will require a deposit in the amount of the estimated actual cost which deposit must be paid before the agency is required to fulfill the public records request. NAC 239.864.

The entire fee for providing a copy of a public record must be paid in full before Consumer Affairs will release the copy to the requester. NAC 239.864.2(b).

#### **Copy Charges**

\$ 0.05 per page Black and white (8 ½ x 11)

\$ 0.052 per page Black and white (8 ½ x 14)

\$ 0.10 per page Color (8 ½ x 11)

\$ 0.102 per page Color (8 ½ x 14)

Cost of electronic or other media, such as CDs, DVDs, flash (thumb) drives, audio tapes, etc.\*

Cost of Postage, express mail, delivery services, etc.

Overtime, if it is actually incurred by the agency to comply with a request

\*To the extent public records are requested in another medium not listed here, the actual cost to NCA will be charged

#### **Transcripts of administrative proceedings**

In addition to the actual cost of the medium in which the copy of the transcript is provided, the fee charged for a copy of each page of the transcript is the fee per page set forth in the contract with the court reporter.

#### **Inspection of records**

There is no fee for inspection records unless the record must be redacted prior to copying for inspection in which case a fee may be charged.