

PUBLIC RECORDS REQUEST FEES

Pursuant to Nevada Revised Statutes (“NRS”) Chapter 239 and Clark County School District (“District”) Regulation 1211, the following is the District’s public records request fee schedule.

This fee schedule is subject to change.

1. Under NRS 239.052, the District “may charge a fee for providing a copy of a public record. Such a fee must not exceed the actual cost to the governmental entity to provide the copy of the public record. . . .”
 2. NRS 239.005(1) provides: “‘Actual cost’ means the direct cost incurred by a governmental entity in the provision of a public record, including, without limitation, the cost of ink, toner, paper, media and postage.”
 3. In addition to reproduction/copy costs, the District may charge a flat rate * of \$30 per hour for staff time to gather, compile, redact, and produce the records requested. The District will provide the first eight (8) hours of staff time at no cost. This fee is deemed to be the actual cost incurred by the District to provide the public record. In cases where the District is not able to perform the work internally, it has the discretion to hire an independent contractor and charge for the actual cost of that independent contractor. Multiple requests for documents, which individually would fall within the cost-free limit, may be combined in order to determine the cost.
 4. A fee may be charged for the provision of a record in hard copy format or in electronic format if there are actual costs involved in the provision of the record. For example, an actual cost may be incurred in the provision of an electronic record if the District needs to print a hard copy of the record to review and determine whether the records are confidential or privileged.
 5. **Reproduction/Copy costs for providing a public record**
 - A. Black and white or color copies (in hard copy format or in electronic format if there were actual costs involved in the provision of the record) \$0.10 per page
 - B. Flash drive \$5.00/each
 - C. Video footage \$25.00/each
 - D. The District’s Police Services have separate procedures and separate costs/fees for their audio/visual and printed materials (e.g., body camera footage)
 6. **Cost Estimate and Advance Payment**
 - A. The requestor will be advised of the cost estimate in advance. Payment in full of the estimated amount may be required prior to processing the request.
 7. **Exceptions to Fees**
 - A. Fees may differ for documents that the law, collective bargaining, or another applicable agreement requires must be copied at a specified cost or at no cost.
 8. The District may approve the waiver of fees.
- CCSD used a program called Global Payments, which charges a transaction fee for online payments. This transaction fee will be added to any online payment for public records. Charges are \$2 per transaction for orders \$67.79 or less, and 2.29% of the total transaction amount for orders \$67.80 or more. There will be no transaction fee for checks mailed to or dropped off at the CCSD administrative center.