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How to Submit a Public Records Request

It is recommended that you use the Public Records Request Form available on our website to request access to, or copies of public records. On the Public Records Request Form, you should indicate how you want the documents produced, such as paper copies or electronically.

Fee Schedule for Copies of Public Records

You may be charged for your Public Records Request if the Office of the Labor Commissioner (OLC) produces public records responsive to your request, or produces a privilege log identifying records responsive to your request that cannot be produced. Fees for public records consist of the actual costs incurred by the OLC for responding to a Public Records Request, such as Copy Fees, as well as other fees if applicable.

As authorized by Nevada Revised Statutes (NRS) section 239.052.4, the following fees apply to all Public Records Requests submitted to the OLC for public records. The following fees may be imposed and collected by the OLC in producing public records.

COPY FEE

\$ 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)

Actual cost per Thumb Drive and/or Disk/Digital Disk

The Copy Fee is the actual cost of the medium used to produce records, such as photocopies or electronic copies or public records scanned to, saved on, or produced on a Thumb Drive or Digital Disk (if appropriate). To the extent public records are requested in another medium not listed above, the actual cost to the OLC will be charged.

The OLC is authorized to recover its actual costs for providing a copy of a public record pursuant to NRS section 239.052. The OLC's actual costs include the cost of reproducing the records including, but not limited to, paper, toner, and postage. Copies are made double-sided on white paper.

*Extraordinary Use Fee (See Below)

Up to \$ 0.50 per page

Pursuant to NRS section 239.055, where there is "extraordinary use of personnel" and/or Public Records Requests that require more than one cumulative hour of OLC's personnel time and resources will be charged for the time incurred, in 15 minute increments, based on the pay grade of each employee who gathers, reviews, redacts, copies, or otherwise processes the request as follows:

\$18/hr. per staff member (grades 20–29)

\$27/ hr. per staff member (grades 30–39)

\$40/ hr. per division counsel (unclassified)

\$50/hour per Division administrator (unclassified)

For Public Records Act Requests that require "extraordinary use of resources" pursuant to NRS section 239.055, the actual cost of the technological resource incurred by the OLC in using the resource and obtaining and producing the documents in response to the Public Records Act Request will be charged.

Please note that other requests for public records, which result in extraordinary use of OLC personnel or resources, may incur a fee even if the records are withheld based on claims of privilege, confidentiality, and other applicable claims, with the documents being identified in a log or other similar means.

**NRS 239.055 Additional fee when extraordinary use of personnel or resources is required; limitation.*

1. Except as otherwise provided in NRS 239.054 regarding information provided from a geographic information system, if a request for a copy of a public record would require a governmental entity to make extraordinary use of its personnel or technological resources, the governmental entity may, in addition to any other fee authorized pursuant to this chapter, charge a fee not to exceed 50 cents per page for such extraordinary use. Such a request must be made in writing, and upon receiving such a request, the governmental entity shall inform the requester, in writing, of the amount of the fee before preparing the requested information. The fee charged by the governmental entity must be reasonable and must be based on the cost that the governmental entity actually incurs for the extraordinary use of its personnel or technological resources. The governmental entity shall not charge such a fee if the governmental entity is not required to make extraordinary use of its personnel or technological resources to fulfill additional requests for the same information.

2. As used in this section, "technological resources" means any information, information system or information service acquired, developed, operated, maintained or otherwise used by a governmental entity.

(Added to NRS by 1997, 2384; A 2013, 323)

OLC June 2019