

# FEES FOR PUBLIC RECORDS

## NORTHERN NEVADA

1150 E. William Street  
Carson City, NV 89701  
Phone: (775) 684-6101  
Fax: (775) 684-6110

Consumer Complaints: (775) 684-6100



## SOUTHERN NEVADA

9075 W. Diablo Dr., Ste. 250  
Las Vegas, NV 89148  
Phone: (702) 486-7210  
Fax: (702) 486-7206

Consumer Complaints: (702) 486-2600

## STAFF TIME

Staff time for review, redacting, copying or otherwise processing records requests, shall be billed at the hourly rate of the staff person gathering the information. The fees charged for staff time may not exceed \$.50 per page. If staff time is calculated and the cost exceeds \$.50 per page, the cost will be reduced to equal \$.50 per page.

Pursuant to NRS 239.055, public records requests that require extraordinary (over 1 hour of Commission resources) will be subject to a fee reflective of the cost to the agency to fulfill the request, not to exceed \$.50 per page. The first hour of staff time will not be charged. No cost will be assessed for inspection of existing public records unless staff time to retrieve or otherwise process the public records exceeds one hour.

If estimated staff time exceeds one hour, the requestor is responsible for the staff time incurred, which is due and payable before processing of the records will begin. Fees for staff time are in addition to fees for copying. A written estimate of costs will be provided in advance if the request requires the Commission to make extraordinary use of its personnel or technological resources.

Any accumulated costs for copies, excluding court reporter fees, under \$10.00 per fiscal year may be waived by the Commission.

The time and resources required to process multiple pending records requests by the same individual, entity, or individual on behalf of an entity, will be treated as a singular records request for the purposes of billing in the event the requests, in aggregate, will require the use of extraordinary resources.

## COPY FEES

Black & white copies, up to 8.5" x 11"..... \$0.03/page  
Certified copy..... No charge  
Compact disc (only used for voluminous requests).....\$1.00/disc

## COURT REPORTER TRANSCRIPTS

The fee charged for a copy of each page of a court reporter transcript is \$2.00 per page and any additional costs on the medium used as set forth in the contract between the Commission and the court reporter. (See NRS 239.053).

## AGENDAS

Agenda materials.....No charge  
Video copy.....No charge

## POSTAGE

The requestor is responsible for estimated postage.

## PAYMENT

Payment may only be made by check or money order made out to the "Public Utilities Commission of Nevada."

## NOTARY PUBLIC

For the first signature of each signer..... \$5.00  
For each additional signature of each signer... \$2.50

