



REQUEST FOR RECORDS

333 North Rancho Drive, Las Vegas NV 89106-3703

Phone: (702) 229-6251 Fax: (702) 382-1240

All requests for records must be submitted online from our website at: www.lasvegasnevada.gov/recordsrequest

Please note the following: Records are available to the general public, but may require a subpoena. All records will be copied according to the time demands of our staff. It is our goal to contact you within five business days and allow you to inspect the record or provide copies. If we do not have the documents, we will provide you with written notice to that effect. If we are unable to provide the record in that time period, we will provide you with a date of when the record will be available. If the record is confidential, we will provide written notice of that fact.

There is a charge for copies of public records and staff research time. If the cost of reproduction exceeds \$25.00, advanced payment in full will be required to process the request. Materials will be held for 14 days and *subsequently destroyed if not claimed*. If not retrieved (and the material is under \$25.00), a charge for the second reproduction in addition to the original charge for the first reproduction will be made. (ROP CL-200) All payments will be forfeited if the material is not retrieved.

Plans requested from the warehouse will be held in our office for your review for 14 days. If you do not view the plans in that time period they will be returned to the warehouse and a new request form will be necessary.

STANDARD FEES

Paper copies of readily recoverable documents up to 11"x17" \$1.00 per page

Paper copies of readily recoverable documents larger than 11"x17" \$3.00 per page Certification of records \$2.00 per certified record

A public record that cannot be readily reproduced on standard paper or by a standard photocopying process may have additional costs. For such items, the department will advise the requester in advance.

Research fee \$32.00 per hour after the first hour, no fee for the first hour Electronic

copies on CD or DVD disk \$5.00 per disk

Electronic copies on USB (aka thumb) drive \$10.00 per device

Electronic copies on external hard drive Actual cost to purchase drive

All electronic files will be delivered on storage media (CD, DVD, USB, external storage) provided by the City. Under no circumstances will requester-supplied storage media be used on a City computer.

There may be additional fees resulting from other material costs to the city in researching, recovering, reproducing and/or delivering a public record. Departmental staff will evaluate your request in advance to determine if charges in addition to the above need to be assessed.

Extraordinary request an additional \$0.50 per page When information is requested that has not previously been compiled in a public records or does not exist in the format requested, the department may be willing to create that record, but the requester will be responsible for the material costs of the production.

**PLEASE MAKE CHECKS PAYABLE TO: CITY OF LAS VEGAS
YOU ARE ENTITLED TO A RECEIPT**