CCSD
CLARK COUNTY
SCHOOL DISTRICT

PUBLIC RECORDS REQUEST FEES

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

This fee schedule is subject to change.

I. **Fees 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)
    - Copy costs $10.00 or under   No fee
    - Copy costs over $10.00 $0.05 per page

B. **DVD or CD**
    - One (1) DVD or CD   No fee
    - Two (2) DVDs or CDs $5.00/each
    - CCSD Police Services have separate procedures for their audio/visual materials (e.g., body camera footage)

C. Under NRS 239.052, CCSD "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. . . ."

D. 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."

E. A fee may be charged for the provision of a record in hard copy format or in electronic format if there were 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 CCSD needs to print a hard copy of the record to review and determine whether the records are confidential or privileged.

II. **Cost Estimate and Advance Payment**

A. The requestor will be advised of the cost estimate in advance. Payment in full of the estimated amount will be required prior to processing the request.

III. **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.

B. Multiple requests for documents, which individually would fall within the cost-free limit may be combined in order to determine cost.