

## **PUBLIC RECORDS REQUEST**

Please read through the following guidelines to ensure that the Nevada Department of Tourism & Cultural Affairs staff can effectively manage your request:

1. Written and verbal public record requests are permitted. Please provide your name, organization, complete address, phone number and email along with the type of record requested.
2. To ensure accuracy and timeliness, please be specific and descriptive in the request for an existing record, what is being searched for, and/or the purpose. Please keep the scope as narrow as possible.
3. Please provide the medium in which you prefer to receive the record; i.e. in person, paper copy, certified copy, or electronic copy if available.
4. Requests should be for an identifiable record and will be provided in the readily available medium.
5. Please note that past public meeting materials and minutes are available digitally on each division's website.

Public records requests forms should be sent to [info@travelnevada.com](mailto:info@travelnevada.com) or by mail to:

NV DTCA  
401 N. Carson St.  
Carson City, NV 89701  
Attn: Director's Office

By submitting the request, the requestor agrees to the following:

*Some records or parts of records are declared confidential by State or Federal Law and cannot currently be provided (such as investigations of open cases, personal and financial information, sensitive wildlife location data, or other). Some records may require redaction confidential information will be redacted before it is provided to me.*

*A Public Records Official may request clarifying information, and the request will receive a written response within 5 business days after it is received, indicating an estimate of when the records will be ready (which may be more than 5 days) and the cost estimate; or other information as stipulated in our process, and in NRS 239.*

*I understand I will receive a written estimate for production of the records indicated above. I will be required to pay the actual/estimated cost in full prior to copying or inspection. No refunds. Materials will be held for 30 days. If not retrieved, advanced payment will not be returned.*

### **What to expect from Nevada Department of Tourism & Cultural Affairs**

1. Within 5 business days the Department will respond to the records request, indicating an estimate of when the records will be ready, the cost estimate; or other information as stipulated in our process, and in NRS 239.
2. The Department may request clarifying information,
3. Extraordinary records must be in writing.
4. If a public book or record is readily available, in lieu of a written response the agency shall allow the requestor to inspect or copy or receive a copy of the record within normal business hours.

Please Note: The Department may deny the request. The Department will provide a response, citing the statute or legal authority making the record confidential. NRS 239.0107(D)

## **PUBLIC RECORD FEES** **Extraordinary Use Charge**

No fees will be charged until the total costs reach \$10.00. Estimates of costs will be provided in advance if the costs are projected to exceed \$25.00. Extraordinary requests are estimated to take more than one hour of staff time or over 100 pages. All extraordinary requests must be in writing with as much detail on the identifiable record and purpose as possible. The Department may request a USB Drive be mailed to the Department for extraordinarily large requests.

**Postage**

The requester will be charged the exact amount of postage if the requester has requested to have the copy delivered by mail.