



STATE OF NEVADA DEPARTMENT OF TAXATION

PUBLIC RECORDS FEE SCHEDULE

All public records requests may be made on the form issued by the Nevada State Library, Archives and Public Records. This form can be found at:

http://nsla.nv.gov/Records/Public_Records/Public_Records/ .

Per [NRS 239.052](#) the Department issues the following fee schedule for public records requests. Fees are not charged until the total cost reaches \$10.00. When the estimated cost of producing the records exceeds \$10.00, no record will be produced until after receipt of payment.

Pursuant to [NRS 239.055](#), an additional fee may be charged for extraordinary staff time for processing, researching, copying, or legal/technical review. "Extraordinary staff time" is defined as any time over 30 minutes required to retrieve, inspect, and/or redact the record (See [Op.Nev.Atty.Gen. No. 2002-32 \(August 27, 2002\)](#)). Fees for extraordinary use of personnel or technology will be limited to not more than \$.50 per page as required by [NRS 239.055\(1\)](#).

When the cost of a request is projected to exceed \$25.00, estimated costs shall be provided to the requester in advance of fulfilling the records request. Estimates can also be furnished if the estimated costs are less than \$25.00, upon request.

Charges will be as follows:

Copying Fees:

- Black and white copies, up to 8.5" x 14": \$.01 per page. Double sided copies are considered two (2) pages.
- Color Copies, up to 8.5" x 14": \$.06 per page. Double sided copies are considered two (2) pages.
- Electronic download to a CD: \$.21 per disc.

Extraordinary Staff Time Fees:

- \$12.28 per hour per staff member (Grades 20-29).
- \$18.22 per hour per staff member (Grades 30-39).
- \$27.94 per hour per staff member (Grades 40+).

Court reporter transcripts:

The fee charged for a copy of each page of a court reporter transcript is the fee per page as set forth in the contract with the Department of Taxation and the court reporter ([See NRS 239.053](#)).

Mailing or Shipping:

If the records are to be mailed or shipped to the requestor, the agency may recover these costs. Postage fees shall not exceed the actual cost of mailing.

Payment: Cash or Check.