



Nevada State Contractors Board
2310 Corporate Circle, Suite 200, Henderson, NV 89074
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www.Nscb.nv.gov

Public Records Request and Fee Schedule

The Nevada State Contractors Board is committed to providing access to public records in accordance with NRS 239. All public records, the contents of which are not otherwise declared by law to be confidential, shall be open for inspection or to obtain copies.

Public records requests may be written or verbal. However, request involving an extraordinary use of personnel time, must be submitted in writing. To ensure you receive the desired record(s), it is preferable that request are made using the Public Records Request Form. Requests may be directed to either office of the Nevada State Contractors Board or submitted via email to:

publicrecordsrequest@nscb.stat.nv.us

General licensee information and contractor listings are available on the Board's website at no charge.

If the costs for producing records are estimated to be more than \$10.00, records will not be produced until payment is received. When estimated costs exceed \$10.00, the requester will be notified and required to remit full payment or a deposit.

If a request is deemed to be an extraordinary request, fees for extraordinary use, including staff time, will be charged in addition to the actual costs to fulfill the request. Fees for extraordinary use of personnel or technology will be limited to not more than 50 cents per page, as required by NRS 239.055(1). Estimates of costs are available on request.

General Fees: Fees for public records request will not be assessed for the first 50 pages.

- Black and white copies, up to 8.5" x 14": \$.05/per page
- Color Copies, up to 8.5" x 14": \$.50/per page
- Certified true copies: \$.50/per page

Postage: All shipping will be sent by USPS standard mail unless alternative methods are requested. The requester is responsible for postage fees.

Court Reporter Transcripts: Requests for transcripts will be referred directly to the Court Reporter.

Fees for Requests Requiring Extraordinary Use of Personnel or Technology (NRS 239.055)

If extraordinary use of personnel to technological resources is required to comply with a public records request, the requester must be charged a reasonable fee, not to exceed \$.50 per page, for extraordinary use of personnel to technological resources.

Prior to preparing information which requires extraordinary use of personnel or technology, the agency will provide the requester with an estimate of the cost. The estimated cost must be collected before the work begins to prepare the requested copy of the public record. If the actual cost is less than the estimate, the balance will be returned to the requester.