



**STATE OF NEVADA  
DEPARTMENT OF ADMINISTRATION  
DIRECTOR'S OFFICE**

515 E. Musser Street, Room 300 | Carson City, NV 89701

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### Information Transparency

The State of Nevada strives to provide transparency to the public through its [Open Government](http://www.open.nv.gov) website [www.open.nv.gov](http://www.open.nv.gov) which allows greater public access to the State's Budget, Checkbook, Taxation and Economic Reports.

The Department of Administration also strives for government transparency by adhering to the requirements of Nevada Public Records Law [NRS Chapter 239](#), and by posting its documents electronically on the department's website [www.admin.nv.gov](http://www.admin.nv.gov) and on its document's webpage: <http://admin.nv.gov/Documents/>

### Public Information Requests

Many of the Department's public documents can be found on the Department of Administration's Documents website: [www.admin.nv.gov](http://www.admin.nv.gov). If you are unable to find information please use the following steps as a guide:

1. First contact the [Division](#) you believe is the owner or in possession of the public record. The Executive Assistant at each Division should be able to help direct you to the document online.
2. If the Division is not able to locate the record, or if you're unsure where to start, contact the Department's Public Information Officer, in the Director's Office, Mary Woods, ([mwoods@admin.nv.gov](mailto:mwoods@admin.nv.gov)) with your Public Records Request. When submitting a request, please keep the following guidance in mind:
  - Requests ought to be in writing, either by mail or email to ensure a clear understanding of the request;
  - Requests should be as specific as possible and include the requestor's contact information;
  - In adherence with NRS [Chapter 239.0107](#), the requestor will receive an acknowledgement within five business days of receipt, and an estimated timeframe of when he/she can expect to receive the record. In addition, any potential costs will be provided before work begins to retrieve the public record.
  - The public record will be provided as quickly as possible – often within 5 business days. However, more complex requests may require longer time. The Public Information Officer will keep you apprised of the progress and may contact you to seek clarification on the request.
  - If the requestor wishes to inspect the public record on-site, a time convenient for both the requestor and the Division/Agency in possession of the public record will be arranged.
3. Per [NRS 239.052](#), a government entity is granted permission to charge a fee for the actual cost to provide requested documents. However, pursuant to [NRS 239.052 \(2\)](#), the Department of Administration chooses to waive this fee except in instances of extraordinarily large document requests as described in the Fee Schedule for Extraordinary Records Requests.

## Department of Administration Fee Schedule for Extraordinary Records Requests

Except for documents identified by specific statute or regulation as exempt from a charge (i.e. meeting minutes), a fee will be charged for extraordinarily large record requests ([as allowed by NRS 239.055](#)). Extraordinary requests are considered meeting any one of the following criteria:

1. The requested public document consists of 25 or more single pages and the document contains confidential information which legal counsel advises must be concealed (aka redacted).
2. The requested public document is 50 or more single pages and the document must be printed out and provided as a paper copy.
3. The requestor elects to inspect records and the estimated staff time exceeds one hour to accompany the requestor during the inspection.
4. The request is to inspect records containing confidential information which must be redacted and it is estimated that staff time to prepare the document for onsite inspection will exceed an hour.
5. The same individual submits 2 or more records requests within 30 calendar days for documents of at least 50 single pages (electronic or paper). In addition to copying fees, as applicable, personnel time will also be charged.

**Personnel time** – As permitted in [NRS 239.055](#), personnel time is an allowable charge for extraordinary requests. Personnel time to review, redact, copy, process, or otherwise provide access to the public records, will be charged at a rate of \$20 per hour.

**Fee Cap** – The fees charged for extraordinary requests will not exceed 50 cents per page. If the anticipated personnel time and technological resources needed to fulfill the request exceeds 50 cents per page, the fee will be reduced to equal 50 cents per page.

**Requests for Electronic Public Records** – Fees will not be charged for electronic public records regardless of the size to transmit the record except for instances where an electronic record contains confidential information which requires permanent redaction. In these instances, printing and staff costs will apply for extraordinary requests.

**Redaction Process** - To ensure complete confidentiality, it is the Department's practice to black-out confidential information using irreversible redaction techniques. In order to accomplish this, staff will electronically redact the information, make a printed copy, and copy/scan the redacted version for the requestor. Or, staff will print a paper copy of the document, manually redact the information, and copy/scan the manually redacted version to provide to the requestor. In either instance, printing costs may apply.

### Copying fees:

- a. Black and white copies, up to 8.5" x 11": \$.05/per page (5 cents per page)
- b. Color, up to 8.5" x 11": \$.50/per page (50 cents per page)
- c. Compact Disc/DVD/Thumb Drive: \$5/per device;

### Postage:

The requestor is responsible for estimated postage.

**Payment:** Payments must be made before work on the records request commences. Payment may be made by check or money order to the "Department of Administration," or to the Division/Agency in possession of the public record.

## Media Requests

As with Public Information requests, the Department of Administration considers media requests important and aims to respond as quickly as possible in order to accommodate deadlines. In order to help us respond in a timely manner, please keep in mind the following guidance when requesting information or interviews.

- To accommodate quick deadlines, the department will access readily available reports and data sources. Helpful hint: the more information provided about the context of information requests, the more accurate and timely the department can respond.
- If readily available reports and data sources do not accurately fulfill information requests, the department may need to generate a special report or data extracts. Generally, this requires programmer or staff time, which must be scheduled in. Helpful hint: the more specific and detailed the request, the more likely it is to require a special report. However, it should not be assumed that any request is an “easy” or “complex” as sometimes information can be found in an existing report and other times it may reside in a database that requires data extraction. To ensure deadlines can be met, information requests should be made as early as possible.
- The Director, Deputy Directors and Administrators will always try to accommodate interview requests; however, occasionally scheduling conflicts will occur. Helpful hint: the longer lead time given for scheduling, the more likely an interview can be accommodated.
- The Department of Administration embraces a philosophy that transparency is imperative. It is our priority to assist you with your requests for information and interviews. Helpful hint: Contact the Director's Office for information and interviews. Staff will facilitate the request and quickly direct you to the appropriate person.

Please direct media request to:

Mary Woods  
Public Information Officer  
Department of Administration  
Director's Office  
515 E. Musser Street, Room 313  
Carson City, NV 89701  
775-684-0202  
[mwoods@admin.nv.gov](mailto:mwoods@admin.nv.gov)