



Fees for Public Records Requests

1. FEES MAY BE CHARGED FOR PUBLIC RECORDS REQUESTS:

As provided in Section 5 of Washoe County's Public Records Request Policy, fees may be charged for providing responses to a public record request. The fee is limited to the actual cost to the agency to provide the copy of the public record, unless a specific statute or regulation sets a fee that the governmental entity must charge for the copy. For example, many fees charged by the County Recorder are set by a specific statute. There is no such statute for records requested from Washoe County as a whole. This policy applies to County departments not headed by an elected official.

2. FEES CHARGED TO FILL PUBLIC RECORDS REQUESTS:

The actual cost to fulfill the public records requests received by Washoe County shall be charged to the requester of public records as follows:

- a. PAPER COPIES shall be provided at \$0.05 per page. Any records that require redaction shall be provided by paper copy.
- b. ELECTRONIC STORAGE (thumb drives, CDs) shall be provided at the actual cost of the device.
- c. POSTAGE shall be charged to the requester at actual cost.
- d. PERSONNEL COSTS shall be charged at the minimum hourly rate of an Office Assistant I for staff time that exceeds 10 hours.
 - i. The current hourly rate for an Office Assistant I (OAI) is \$19.96 per hour. The Washoe County Salary Schedule is currently available at <https://www.washoecounty.gov/humanresources/Careers/jobspecs.php>
 - ii. Washoe County will not charge any fees for the first 10 hours of personnel time necessary to fill a public records request.
- e. Any other actual costs that may be incurred in the filling of the request.



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