Public Records Request Fee Schedule

The Director's Office of the Department of Business and Industry ("office") is committed to providing access to public records in accordance with NRS Chapter 239 ("Nevada Public Records Act"). All public records, which have not been declared by law to be confidential, for which the office has legal custody and control, are available for inspection or copying.

How to Submit a Public Records Request

It is recommended that you use the Public Records Request Form available on our website to request access to, or copies of public records. On the Public Records Request Form, you should indicate how you want the documents produced, such as paper copies or electronically.

Fee Schedule for Copies of Public Records

You may be charged for your Public Records Request if the Director's Office produces public records responsive to your request or produces a privilege log identifying records responsive to your request that cannot be produced. Fees for public records consist of the actual costs incurred by the office for responding to a Public Records Request, such as Copy Fees, as well as other fees if applicable.

As authorized by Nevada Revised Statutes (NRS) section 239.052.4, the following fees apply to all Public Records Requests submitted to the Director's Office for public records. The following fees may be imposed and collected:

COPY FEE

$ 0.05 per page Black and white (8 ½ x 11)
$ 0.052 per page Black and white (8 ½ x 14)
$ 0.10 per page Color (8 ½ x 11)
$ 0.102 per page Color (8 ½ x 14)
Actual copy per digital disk (if available)

The copy fee is the actual cost of the medium used to produce records, such as photocopies or electronic copies of public records on a disk. To the extent public records are requested in another medium not listed here, the actual cost to the Director's office will be charged.