

# FEE SCHEDULE FOR COPIES OF PUBLIC RECORDS

You will be charged for your public records request if the Division 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 Division for responding to a Records Request, such as Copy Fees, as well as other fees if applicable.

As authorized by NRS 239.052.4, the following fees apply to all requests to the Division for public records. All requests for public records, which results in costs to the Division in order to respond, will incur fees as set out below.

For more details regarding Public Records Requests, please see the Public Records Request Policy of the Nevada Division of Insurance.

<b>TOTAL FEE =</b>	+ <b>Copy Fee</b> (if applicable) + <b>Extraordinary Use Fee</b> (if applicable) + <b>Court Reporter Transcript Fee</b> (if applicable) + <b>Certified True Copies Fee</b> (if applicable) + <b>Postage</b> (if applicable)
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- **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 cost per disk	Digital disk

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 Division will be charged.

- **EXTRAORDINARY USE FEE**

Up to \$ 0.50 per page

Extraordinary use of personnel: Public records requests that require more than one cumulative hour of Division personnel time will be charged the time incurred, in 15 minute increments, based on the pay grade of each employee who gathers, reviews, redacts, copies, or otherwise processes the request as follows:

\$12/hour per Division employee (grades 10–19)
\$18/hour per Division employee (grades 20–29)
\$27/hour per Division employee (grades 30–39)
\$40/hour per Division staff member (grades 40+)
\$45/hour per Division insurance counsel (unclassified)
\$50/hour per Division administrator (unclassified)

Extraordinary use of resources: Public records requests that require the use of technological resources will be charged the actual cost incurred by the Division for use of the resource in obtaining documents in response to a public records request.

Please note that other requests for public records, which result in extraordinary use of Division personnel or resources, may incur a fee even if no records are produced. For example, if records are gathered, but withheld, and a log identifying the records withheld is requested.

- **COURT REPORTER TRANSCRIPT FEE**

Copy Fee of transcripts + Court Reporter's per page fee based on contract with the State of Nevada.

- **CERTIFIED TRUE COPIES**

\$5.00 per page.

- **POSTAGE**

The requestor is responsible for Postage. On the Request Form, the requestor may select from various delivery options: Pick up, First Class U.S. Mail, or FedEx.

- **PAYMENT**

Payment must be made by check or money order payable to the Nevada Division of Insurance. The Division will remit an invoice prior to producing the records.

- **ESTIMATE OF COSTS**

As soon as possible, an estimate of costs will be provided in advance if the Total Fee is projected to exceed \$25.

- **DEPOSIT REQUIRED**

If the estimated Total Fee is projected to be greater than \$25, a deposit of the total estimate of costs will be required before processing of the records will begin. If the final Total Fee is less than the deposit collected, the Division will refund the difference. If the final Total Fee is more than the deposit collected, payment in full of the final Total Fee is required before the records will be delivered.

- **REQUEST OF FEE WAIVER**

A financial hardship waiver, with an explanation of why such a waiver may be needed, may be requested in writing and may be granted upon the discretion of the Commissioner of Insurance.