

# Public Records

**Parties interested in receiving public information for a nurse may submit their request to [nursingboard@nsbn.state.nv.us](mailto:nursingboard@nsbn.state.nv.us) with information about where the public information can be sent, contact information for the requestor, and the name and license number of the nurse.**

## PUBLIC RECORDS REQUEST FEE SCHEDULE

Fees for public records request will not be assessed until the total cost reaches \$10.00. Fees will include costs such as personnel time, number of copies and postage. If the cost of producing the records is estimated to be more than \$10.00, records will not be produced until payment is received by the Nevada State Board of Nursing. When estimated costs exceed \$10.00, the requestor will be notified in writing and required to remit the full payment or a deposit.

**Deposit Required:** If the estimated total fee is projected to be more than \$25.00, a deposit will be required before processing of the records will begin. If the final total fee is less than the deposit collected, the Board of Nursing will refund the difference. If the final total fee is more than the deposit collected, payment in full will be required before records will be released.

**Personnel Time:** Pursuant to NRS 239.055, a fee may be charged for extraordinary use of personnel or technological resources. Personnel time will be charged at the rate of the staff person qualified to provide or prepare the requested information. Charges will be as follows:

- \$20.00 per hour per management assistant
- \$35.00 per hour per investigator
- \$45.00 per hour per executive staff member

### Copying Fees:

- Black and white copies, up to 8.5" x 14" .05/per page
- Color, up to 8.5" x 14" .50/per page
- Compact Disc \$5/per disc
- Certified copies \$2.50/per document

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**Court Reporter Transcript:** The fee charged for a copy of a court reporter transcription is set forth in the contract between the Nevada State Board of Nursing and the court reporter.

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

**Payment:** Payment may only be made by check or money order payable to the "*Nevada State Board of Nursing.*"