

VIRGIN VALLEY WATER DISTRICT
NOTICE OF REPRODUCTION COSTS OF PUBLIC RECORDS

A person may request a copy of a public record of the Virgin Valley Water District (“VVWD”) in any medium in which the public record is readily available:

- VVWD maintains meeting agendas, meeting minutes, and certain other records on its website www.vvh2o.com.
- VVWD maintains its records in accordance with the schedule for retention and disposition of public records adopted by the State of Nevada. VVWD is unable to provide records that have been disposed of in accordance with the adopted schedule for retention.
- VVWD does not provide records that are privileged, confidential, work product, excluded under NRS 239.010 *et. seq.*, or otherwise not subject to disclosure. Certain records are provided only by lawful subpoena or court order.
- Costs owing associated with a public records request must be paid upon receipt of the records.
- If the estimated cost of the records request is \$25 or more, the person making the request may be required to pay in full prior to reproduction of the requested records. Records will be held for 14 days. Payment will be forfeited if the material is not retrieved.

The following costs shall be charged for the production of readily available public records:

Paper copy (per page)	\$0.50
Certified paper copy (per certification)	\$4.00
On-site review and inspection	\$0.00
Electronic copy	\$0.00
Compact Disk CD (per disk)	\$5.00

In addition to the costs set forth above and to the extent allowed by law, if a request for a copy of a public record is not readily available or requires the extraordinary use of VVWD personnel, technical, or other resources to locate, gather, reproduce, and otherwise provide the public record there will be an additional charge equal to the cost incurred by VVWD in providing the record. Below is a list of some, but not all, potentially applicable charges:

Research and staff time up to one hour	\$ 0.00
Research and staff time after the first hour (per hour/15 min. increments)	\$32.00
Research and staff time requiring personnel overtime (per hour/15 min. increments)	\$48.00
Computer programmer time, subject to availability (per hour/15 min. increments)	\$65.00

If a person requests a copy of a transcript of an administrative proceeding that has been transcribed by a certified court reporter, VVWD shall charge a fee for each page of the transcript that is copied. This charge per page shall be in addition to any of the applicable above charges. The amount of the charge shall be a fee for each page to be copied which is equal to the fee per page charged by the court reporter that created the transcript.