

VIRGIN VALLEY WATER DISTRICT - PUBLIC RECORDS REQUEST FORM

Requestor: _____ Date of Request: _____
 Address: _____
 E-mail: _____ Phone: _____

I hereby request the following Virgin Valley Water District public records be (circle one):

- A) made available for review and inspection
- B) copied
- C) copied and certified

Description of Requested Record

To facilitate a timely response, please be as specific as possible. Include any names, dates, and other specific information.

1.	5.
2.	6.
3.	7.
4.	8.

- 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 schedule for retention.
- If records that have been prepared by a court reporter are requested, the party requesting the record must pay the appropriate costs or fees charged by the court reporter.
- 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 a request for a public record would require VVWD to make extraordinary use of its personnel or technological resources and to the extent permitted by law, VVWD reserves the right to charge the appropriate costs.

I understand there is a charge for copies of public records. Further, I understand that if the estimated cost of the copies I have requested is \$25.00 or more, I may be required to pay in full prior to reproduction. Materials will be held for 14 days. If not retrieved, I will be charged in full for a second reproduction in addition to any unpaid original charges. Advance payment will be forfeited if the material is not retrieved.

Requestor's Signature: _____

This form is a public record and will be retained for a period of one year from creation.

THIS SECTION TO BE COMPLETED BY VIRGIN VALLEY WATER DISTRICT STAFF

Number of copies _____ x \$0.50 per standard page: = \$ _____
 Certified copies (optional) _____ x \$4.00 per certification: = \$ _____
 Audio recording(s) _____ x \$5 per disk: = \$ _____
 Extraordinary costs (if applicable): = \$ _____
 TOTAL= \$ _____

Determination of whether record is a confidential or otherwise protected record:

Date referred to District Legal Counsel: _____ Date of Response: _____ Access Granted: Yes No (circle one)
 Reason for Denial (attach additional pages if necessary): _____

Delivery of Public Record:

By District Employee: _____ Payment Method: _____
 Delivered To: _____ Date: _____ Delivery Means: _____