



**OFFICE OF THE
STATE CONTROLLER**

**Public Record Request Policy
Revised 3/2022**

Most records within the State Controller's Office, ("SCO"), with the exception of audit records and personnel records, are public information and therefore upon written request will be released to the public. Information about vendor bank accounts, addresses, phone numbers, tax identification numbers, personal identifying information, and information that could compromise the security of this office, clients, contractors, etc. is considered sensitive and therefore not subject to Nevada Revised Statutes (NRS) 239.

Policy

When the SCO receives a request for a public record document(s), it shall be the policy of the SCO to comply with all such requests for copies of information by members of the public, media, and state and federal government officials. Per NRS 239, all such requests will be handled as expeditiously as possible. Per NRS 239, upon receipt of a written request to inspect or copy a public book or record, the SCO will comply with any such request within five business days. Please note the five-day timeframe applies only to the personal inspection of a public book or record by the requester. It does not apply to information that must be gathered and compiled. Persons making such requests will be notified when such public records materials will be available for pick up or delivery.

Applicable Charges & Fees

In accordance with NRS 239.052, a fee of 50 cents per page will be assessed by the SCO for all requests of more than 20 pages of documents. All documents are reproduced in single-sided, black and white, format. In accordance with NRS 239.055, if a request for copies of public books or records will require extraordinary use of personnel or technological resources, including the redaction of personal or other protected information, a government entity may charge a reasonable fee to comply with such an extraordinary request.

The standard fee charged by the SCO is \$30.33 per hour, or 50 cents per page, whichever is less. If a fee is to be assessed, the requester will be notified immediately. Once the fee has been determined, the requester must remit a money order or check for the entire amount, payable to "State Controller's Office" prior to the request being processed. If the actual fee is less than anticipated, as quickly as possible, the requester will be mailed a check for the balance.