



**Clark County Department of Aviation  
Public Records Fee Schedule and Policy**  
*(Revised April 16, 2019)*

**Fees**

Pursuant to NRS Chapter 239, the Clark County Department of Aviation (CCDOA) charges fees associated with requests for public records.

Any fees associated with fulfilling public records requests are based on the actual direct costs incurred by CCDOA to respond to the request, such as photocopying, shipping, and other fees if applicable. Staff time to fulfill public records requests is generally not charged unless CCDOA determines that the request would require “extraordinary use of its personnel or technological resources” pursuant to NRS 239.055 (“Extraordinary Use”).

At its sole discretion, CCDOA may waive all or part of the fees for simple requests.

**Photocopying Fees**

The following represents CCDOA’s charges for photocopying public records.

<u><b>BLACK/WHITE</b></u>	<b>Per Page</b>
Letter Size – 8 ½” x 11”	\$ 0.07
Legal Size – 8 ½” x 14”	\$ 0.08
Tabloid Size – 11” x 17”	\$ 0.08
<u><b>COLOR</b></u>	<b>Per Page</b>
Letter Size – 8 ½” x 11”	\$ 0.48
Legal Size – 8 ½” x 14”	\$ 0.50
Tabloid Size – 11” x 17”	\$ 0.50



Please note the following:

- 1) Public records that cannot be readily photocopied on standard paper or by a standard photocopying process may incur additional costs.
- 2) If records are provided digitally, there may be a per-page fee if the request is determined to require an Extraordinary Use. The requestor is always responsible for the actual costs of any physical media (DVD, CD, flash drives, hard drives) used to store and convey the files.
- 3) Fees are not charged for records conveyed digitally by email, unless the records request is determined to require an Extraordinary Use.
- 4) The requestor is responsible for any actual postage costs incurred.
- 5) CCDOA will advise the requestor in advance of any associated fees.

### **Extraordinary Use Fees**

In addition to customary charges, CCDOA will collect additional fees for Extraordinary Use of staff or technological resources needed to fulfill public records requests, in accordance with the Nevada Public Records Act (NRS 239.055).

Upon determining a request will require Extraordinary Use, CCDOA will inform the requestor of same and submit a written estimate before preparing the responsive records. If fees associated with fulfilling the request exceed \$25.00, payment in full of the minimum estimated fees must be received before records are provided.

Examples of Extraordinary Use:

- The request is for a voluminous quantity of records
- The request is reasonably estimated to require more than 2 hours of staff time
- CCDOA must review a large number of records to locate the records requested
- The request requires review for, or redaction of, confidential or privileged information
- Provision of records that requires computer programming

Extraordinary Use fees can be charged to the requestor, including: (1) charges of up to \$0.50 per page for documents copied or placed on electronic media, in addition to regular photocopying, postage, and other associated costs; and (2) all labor and other costs that CCDOA actually incurs for the extraordinary use of its personnel or technological resources.

### **Fees for Information from Geographic Information Systems**

CCDOA will collect additional fees for information from geographic information systems, in accordance with the Nevada Public Records Act (NRS 239.054), and as follows:

1. A fee for the provision of information from a geographic information system may include, in addition to the actual cost of the medium in which the information is provided, the reasonable costs related to: (a) The gathering and entry of data into the system; (b) Maintenance and updating of the database of the system; (c) Hardware; (d) Software; (e) Quality control; and (f) Consultation with personnel of the governmental entity.
  
2. As per NRS 239.054, “geographic information system” means a system of hardware, software, and data files on which spatially oriented geographical information is digitally collected, stored, managed, manipulated, analyzed and displayed.