



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: December 9, 2025

DATE: December 2, 2025
TO: Board of County Commissioners
FROM: Kalie M. Work, Washoe County Recorder
(775) 328-3664, kwork@washoecounty.gov
THROUGH: Kalie M. Work
SUBJECT: Recommendation to approve the establishment of fees for bulk data and image requests. Projected annual revenue of \$24,000 per year.

SUMMARY

This item seeks Board approval to implement a flat weekly fee for individuals and organizations requesting bulk access to recorded documents in image, data, or combined formats. The proposed fee would support the operational, technological, and administrative costs associated with fulfilling these high-volume requests, which are not currently addressed under NRS 247. The fee structure would apply to electronic deliveries (e.g., FTP push services) and is designed to ensure equitable access while preserving the integrity, security, and long-term sustainability of Recorder services. Staff also recommends that the Board review this fee structure at a future date, particularly if legislative changes to NRS 247 impact the County's authority to establish such fees.

Department Strategic Objective supported by this item: Stewardship of our Community through Fiscal Sustainability

PREVIOUS ACTION

None.

AGENDA ITEM # _____

BACKGROUND

The Recorder's Office is responsible for the accurate recording, secure storage, and long-term preservation of land records, including both historical and newly recorded documents. The office currently records approximately 100,000 documents annually and is increasingly receiving requests from external organizations such as title companies, financial institutions, and data aggregators for large-scale, electronic access to these records.

While NRS 247 authorizes a \$1 per page copy fee, it does not address recurring or bulk delivery of records, particularly through electronic means such as FTP. Providing this level of access requires significant investment in digital infrastructure, secure file transfer systems, storage, and staff resources to manage delivery and compliance. A flat bulk access fee offers a fair, consistent, and legally supportable mechanism to recover a portion of these costs while continuing to meet the needs of both public and commercial users.

FISCAL IMPACT

This proposed weekly fee reflects the Recorder's actual costs associated with providing secure, electronic bulk access to recorded documents. It is not a charge for individual copies under NRS 247, but rather a cost-recovery mechanism in compliance with NRS 239.052, which allows fees that reflect the actual cost of providing copies of public records.

The recommended weekly bulk media access fees are as follows:

Official Record Index Data	\$75.00
Official Record Images	\$100.00
Official Record Indexes + Images	\$125.00

*These funds will be distributed to the following account: GL 460120 under Cost Center 111200.

Projected annual revenue from these fees is estimated at \$24,000, based on anticipated participation rates. While the exact fiscal impact will depend on the number of users, this approach allows the Recorder's Office to more sustainably manage its expanding digital service obligations.

RECOMMENDATION

Staff recommends the establishment of a bulk media fee for high-volume data and image requests, as outlined above.

POSSIBLE MOTION

Should the Board agree with staff's recommendations, a possible motion would be:

Move to approve the establishment of a bulk media fee for high-volume data and image requests, as presented.