



Truckee Meadows Fire Protection District Fee Schedule for Public Records Requests

This Fee Schedule shall be clearly posted on the website and at administrative offices located at 3660 Barron Way, Reno, Nevada

1. ACTUAL COST to fulfill the public records requests shall be charged to the requestor of public records:
 - a. PAPER COPIES shall be provided at \$0.05 per page. Any records that require redaction shall be provided by paper copy.
 - b. ELECTRONIC STORAGE (thumb drives, CDs) shall be provided at the actual cost of the device.
 - c. POSTAGE shall be charged to the requester at actual cost.
 - d. PERSONNEL COSTS shall be charged at the rate of \$16.56 per hour (\$0.27 per minute), which represents the minimum agency salary. This office shall waive personnel costs for requests that can be filled in 2 hours or less.
 - e. Any other actual costs that may be incurred in the filling of the request.
2. PAYMENT OF ACTUAL COSTS REQUIRED.
 - a. The Records Official shall notify the requestor of the estimated cost to fulfill the records request. Payment of at least half of the estimated amount must be paid prior to work beginning on the request.
 - b. Payment must be provided by money order and made payable to "Truckee Meadows Fire Protection District."
 - c. The remainder of the amount shall be due prior to the release of records.
 - d. Upon request, all or a portion of the costs of fulfilling a public records request may be waived.
3. RELATED REQUESTS MAY BE AGGREGATED. Related requests may be aggregated for purposes of determining the number of hours spent fulfilling them. Related requests may include requests from the same person on the same or similar subject matter and/or request made close in time to one another.