



**GOVERNOR'S OFFICE OF ENERGY**

## **Fees for Public Records**

Imposed fees must be invoiced and detail each of four costs: staff time, copies, scanning/e-mail/FTP posting, and postage.

### ***Cost Estimates***

Before further processing, the requestor will be notified in writing and required to remit that amount in full up to \$1,000. When estimated costs exceed \$1,000, and before any records are provided the requestor will be notified in writing and required to remit \$1,000 plus ½ the remaining balance, with the balance due upon presentation of a written invoice for the full and final amount. If the final costs are less than estimated, the requestor will be reimbursed any difference.

### ***Staff Time***

In accordance with Nevada Revised Statute 239.055, fees may be charged for staff time for processing, researching, copying, legal/technical review, or viewing. Charges will be as follows:

- \$20 per hour per staff member (Grades 10-19)
- \$30 per hour per staff member (Grades 20-29)
- \$40 per hour per staff member (Grades 30-39)
- \$50 per hour per staff member (Grades 40+)

### ***Copying Fees (does not include labor)***

- Black & White - 8 1/2" x 11": \$0.06 per page
- Black & White - 11" x 17": \$0.12 per page
- Color - 8 1/2" x 11": \$0.70 per page
- Color - 11" x 17": \$1.40 per page
- Compact Disk/DVD: \$5 per disk
- Certified True Copies: \$5 per page
- Electronic Scanning to E-mail, CD or FTP

### ***Previously Scanned Documents (Free)***

- 200 pages or less - \$20
- 201 or more pages - \$20 per increment of 200 pages

### ***Postage & Shipping***

Shipping is by USPS Parcel Post. The requestor reimburses postage and shipping.

### ***Payment***

Only checks or money orders payable to the "Nevada Governor's Office of Energy" are accepted. Partial payment of estimated fees is required prior to commitment of substantial staff time and effort. Full payment of actual fees is required before any records will be made provided.

### ***Use of Outside Copying Services***

If estimated staff time exceeds four (4) hours, outside vendors/contractors may be utilized under the direction of GOE. Actual vendor costs in addition to staff time, if warranted, will be charged to the requestor.