CARSON CITY
FEE SCHEDULE FOR COPIES OF PUBLIC RECORDS

Effective Date: May 19, 2022

This Fee Schedule applies to all Carson City Departments except for fees or copy charges set by statute, including those for the Recorder (NRS 247.305), Clerk (NRS 19.013), Justice of the Peace (NRS 4.060) and Sheriff (NRS 248.242, NRS 248.275 and NRS 179A).

If the estimated fees exceed $10, the requestor will be notified and required to remit the full estimated amount before the request is processed.

COPY FEE

Type	Service	Fee (per unit)
Black & White Documents • 8.5 X 11 • 8.5 X 14 • 11 X 17 • 24 X 36	Printed Copies	Per Page fee: • $ .04 • $ .05 • $ .06 • $ .17
Color Copy Documents • 8.5 X 11 • 8.5 X 14 • 11 X 17 • 24 X 36	Printed Copies	Per Page fee: • $ .10 • $ .11 • $ .12 • $ .29
Compact Disc (CD)	Storage Media	• $1.00 per CD
Flash Drive	Storage Media	• $4.00 to $20.00 depending on the size of the flash drive necessary for the data.
Minutes/Recordings	Copies of minutes or audio recordings of public meetings	Minutes or audiotape recording of public meetings are free of charge. These materials may also be obtained at the following Internet website: https://www.carson.org/government/meeting-information/agendas

POSTAGE

- The requestor is responsible for postage costs in addition to fees for copies. All shipping will be made via USPS standard mail unless otherwise requested.

PAYMENT

- Full payment of estimated fees exceeding $10 is required to be remitted before any records are provided.
  If the final cost is less than the estimated amount, the requestor will be issued a refund for the difference. Payment must be made by check or money order payable to Carson City.

FEE WAIVER POLICY

- Paper copies will be provided at the cost per page listed in the Fee Schedule above.
- Electronic copies will be provided without charge, except for cost of storage media, unless an actual cost is incurred as the result of providing the record. For example, an actual cost may be incurred in providing an electronic record if Carson City staff is required to print a hard copy of the record to redact confidential information. In such a case, the paper copy fee will be charged in addition to the cost of the media device.
- The first $5 of any copy fee, not including the cost of a storage media, will be waived.