

**CARSON CITY SHERIFF'S OFFICE**  
**FEE SCHEDULE FOR COPIES OF PUBLIC RECORDS**

Effective Date: February 19, 2026

This fee schedule applies to all public records requests made to the Carson City Sheriff's Office except as addressed below or for fees or copy charges set by statute.

**COPY FEES**

<b><u>Type</u></b>	<b><u>Service</u></b>	<b><u>Fee (per unit)</u></b>
Black & White Documents <ul style="list-style-type: none"><li>• 8.5 X 11</li><li>• 8.5 X 14</li><li>• 11 X 17</li><li>• 24 X 36</li></ul>	Printed Copies	Per Page fee: <ul style="list-style-type: none"><li>• \$ .04</li><li>• \$ .05</li><li>• \$ .06</li><li>• \$ .17</li></ul>
Color Copy Documents <ul style="list-style-type: none"><li>• 8.5 X 11</li><li>• 8.5 X 14</li><li>• 11 X 17</li><li>• 24 X 36</li></ul>	Printed Copies	Per Page fee: <ul style="list-style-type: none"><li>• \$ .10</li><li>• \$ .11</li><li>• \$ .12</li><li>• \$ .29</li></ul>

Waiver Policy:

- The first \$10 of any copy fee, not including the cost of a storage media, will be waived.
- 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.

**MEDIA FEES**

Compact Disc (CD)	Storage Media	<ul style="list-style-type: none"><li>• The cost of the CD, \$1.00 per CD</li></ul>
Flash Drive	Storage Media	<ul style="list-style-type: none"><li>• The cost of a flash drive, \$4.00 to \$20.00, depending on the size of the flash drive necessary for the data.</li></ul>
Hard Drive	Storage Media	<ul style="list-style-type: none"><li>• The cost of a hard drive, \$30.00 to \$200.00, depending on the size of the hard drive necessary for the data.</li></ul>

Waiver Policy:

- Media fees may not be waived, except that one CD or flash drive will be provided free of charge to indigent persons or to victims of crime for records in criminal cases involving the individual.

### **RESEARCH AND REDACTION FEES**

Routine Requests *		<ul style="list-style-type: none"><li>• \$23 per hour for each hour of staff time over 10 hours.</li></ul>
Research Requests **		<ul style="list-style-type: none"><li>• \$23 per hour for each hour of staff time.</li><li>• \$40 per hour for each hour of attorney time over one hour.</li></ul>
Redaction Fees (including requests for email communications)		<ul style="list-style-type: none"><li>• \$23 per hour for each hour of staff time over one hour.</li><li>• \$40 per hour for each hour of attorney time over one hour.</li></ul>

\* Routine records requests consist of requests for readily available documents that do not have significant or complex redaction concerns, do not require significant staff time to research, do not include large amounts of data, and do not include video records.

\*\* Research records requests consist of records requests that have significant or complex redaction concerns (for example, video records or evidence in a case); require significant staff time to research a request or compile records (for example, requests for historical records over the past 5 or 10 years or all records pertaining to a major event or case); requests for broad categories of records (for example, all CCSO policies in whatever form, all evidence in a case, or all communications regarding a case); or other requests that require significant staff time and effort. Fees for video records are located in the next table.

The above parameters are general descriptions of whether a request is a routine or a research request. Questions from CCSO regarding distinguishing records requests should be directed to CCSO's assigned Deputy District Attorney. The District Attorney's Office will make the final determination.

### **BODY-WORN OR VEHICLE CAMERA VIDEO FEES**

Review and Redaction Fee		<ul style="list-style-type: none"><li>• \$23 per hour over 1 hour of staff time.</li></ul>
Viewing Fee		<ul style="list-style-type: none"><li>• \$34 per hour for a Deputy to be present during the time the requestor is watching the video.</li></ul>

### **OTHER FEES**

Postage		<ul style="list-style-type: none"><li>• Actual cost.</li></ul>
Criminal History Letter		<ul style="list-style-type: none"><li>• \$10 per letter</li></ul>

### **PAYMENT**

- Full payment of estimated fees 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.

### **WAIVER POLICY**

- Indigent Individuals: Records request fees, except as provided for media fees, will be waived for records in criminal cases involving an indigent individual.
- Victims of Crime: Records request fees, except as provided for media fees, will be waived for records in criminal cases involving a victim of crime.

### **OTHER DOCUMENT REQUESTS**

- Requests from Personal Representatives: Requests from insurers and attorneys representing clients involved in traffic crashes or accidents are considered routine records requests and/or are not subject to the Public Records Act. These requests include police reports, witness statements and photographs. NRS 248.242. Body-worn or vehicle camera video is not included in this category of request, unless the video does not require redaction.
- Law Enforcement Requests: Records requests from law enforcement agencies are not public records requests and are not subject to this fee schedule.
- Discovery Requests: Discovery requests are not public records requests and should be directed to the District Attorney's Office.
- Subpoenas: Subpoenas are not public records requests and are not subject to this fee schedule.