

WASHOE COUNTY HEALTH DISTRICT PUBLIC RECORDS REQUEST POLICY ADDENDUM

Effective: August 26, 2021

1. Purpose

The purpose of this addendum is to add clarity to the Washoe County Public Records Request policy adopted by the District Board of Health on July 22, 2021.

2. Fees

This section clarifies Section 5 of the Washoe County Public Records Request policy. A fee may be charged for providing a copy of a public record. However, the fee is limited as described herein and must not exceed the actual cost to the agency to provide the copy of the public record unless a specific statute or regulation sets a fee that the governmental entity must charge for the copy.

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 \$30.42 per hour (\$0.51 per minute), which represents the costs incurred by the Health District per hour for the lowest paid full-time staff position. 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.
- f. A list of fees that may be charged shall be posted at each office in which the copies of public records are provided. The list of fees shall be posted, in a conspicuous place at each office in which the governmental entity provides copies of public records, a legible sign or notice which states:
 - i. The fee that the governmental entity charges to provide a copy of a public record;
or

- ii. The location at which a list of each fee that the governmental entity charges to provide a copy of a public record may be obtained.

3. Payment of Actual Costs Required

This section clarifies Section 5 of the Washoe County Public Records Request policy.

- 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 "Washoe County Health 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.

4. Related Request

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.

5. General Policies for Processing Public Records Requests

This section clarifies and replaces Section 7.i of the Washoe County Public Records Request policy. Electronic databases that contain the electronic mail addresses or telephone numbers of individuals that have provided the addresses or numbers for the purpose of or in the course of communicating with the agency are confidential and may not be disclosed in its entirety as a single unit unless in response to an order issued by a court. Individual telephone numbers or electronic mail addresses of a person may be confidential and may not be disclosed.