



STATE OF NEVADA  
**PUBLIC EMPLOYEES' BENEFITS PROGRAM**

901 S. Stewart Street, Suite 1001

Carson City, Nevada 89701

Telephone (775) 684-7000 · (800) 326-5496

Fax (775) 684-7028

www.pebp.state.nv.us



**BRIAN SANDOVAL**  
Governor

**DAMON HAYCOCK**  
Executive Officer

**PATRICK CATES**  
Board Chairman

**PUBLIC RECORDS REQUEST  
INITIAL RECEIPT RESPONSE**

Public Employees' Benefits Program (PEBP) is in receipt of your public records request:

Requestor's Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Records Requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You are hereby advised that:

- The records are available for your inspection at the PEBP office.
- The copy(ies) you have requested will be available on \_\_\_\_\_.
- PEBP does not have legal custody or control of the requested record.

Address other agency whose legal custody or control the document can be found:

\_\_\_\_\_

- PEBP is unable to provide the record by the end of the fifth business day after receipt of the request. The record will be available on \_\_\_\_\_.
- Your request is denied because the record is confidential; see \_\_\_\_\_.
- The records you have requested must be obtained from a PEBP vendor and will be available to you on \_\_\_\_\_.
- It has been determined that your request is an Extraordinary Request and will require significant use of personnel or resources. You are required to provide payment in full before production of your request can commence.

Additional comments:

\_\_\_\_\_



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**PATRICK CATES**  
Board Chairman

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*This form is a public record and will be retained for a period of one year from creation.*