



STEVE SISOLAK
Governor

Deonne Contine
Board Chair



STATE OF NEVADA
PUBLIC EMPLOYEES' BENEFITS PROGRAM
901 S. Stewart Street, Suite 1001 | Carson City, Nevada 89701
Telephone 775-684-7000 | 1-800-326-5496 | Fax 775-684-7028
www.pebp.state.nv.us



CORE
Expires 04/01/2021

DAMON HAYCOCK
Executive Officer

FEE SCHEDULE FOR PUBLIC RECORDS REQUESTS

1. No fees will be assessed until total costs reach at least \$10.00. The first half-hour of staff time is waived. In excess of one-half hour is considered an extraordinary use of staff time. The charge for extraordinary use of staff time is the lesser of rate x time or 50 cents per page.
2. If estimated staff time exceeds four (4) hours, outside vendors/contractors may be utilized. The requestor is responsible for those costs which are due and payable before research will commence or records produced. Estimates of costs will be provided in advance if it is projected to exceed \$25.00.
3. Staff Time (for processing, research, copying, legal review, and technical review)
 - a. \$20 per hour per staff member (Grades 10 – 19)
 - b. \$30 per hour per staff member (Grades 20 – 29)
 - c. \$40 per hour per staff member (Grades 30 – 39)
 - d. \$50 per hour per staff member (Grades 40+)
4. Publications: Fees will be assessed as required.
5. Copying fees:
 - a. Black & White – 8-1/2” x 11” : \$0.03 per page.
 - b. Black & White – 8-1/2” x 14” : \$0.06 per page.
 - c. Color – up to 8-1/2” x 14” : \$0.10 per page.
 - d. Compact Disk/DVD: \$5.00 per disk.
 - e. Certified True Copies: \$5.00 per page.
6. Postage: All shipping will be USPS Parcel Post unless otherwise requested. Costs will be reimbursed by the requestor.
7. Payment: Only checks or money orders payable to “Public Employees’ Benefits Program” are accepted. Payment of fees in full is required before records will be made available.
8. For further information regarding fees, contact the Public Employees’ Benefits Program Custodian of Records at 775-684-7000, Public Employees’ Benefits Program, 901 South Stewart Street, Suite 1001, Carson City, Nevada 89701.