



STEVE SISOLAK  
Governor



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](http://www.pebp.state.nv.us)

LAURA FREED  
Board Chair

LAURA RICH  
Executive Officer

### FEE SCHEDULE FOR PUBLIC RECORDS REQUEST

1. No fees will be assessed until total costs reach at least \$10.00. The first half hour of staff time is waived. More than 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, researching, 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 and White—8-1/2" x 11":	\$0.03 per page
b. Black and White—8-1/2" x 14":	\$0.06 per page
c. Color—up to 8-1/2" x 14":	\$0.10 per page
d. Digital copy:	\$10.00 per copy
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 in the form of check or money order payable to:  
     "Public Employees' Benefits Program Custodian of Records"  
 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:

Public Employees' Benefits Program  
901 South Stewart Street, Suite 1001  
Carson City, Nevada 89701  
775-684-7000