

NEVADA DEPARTMENT OF TRANSPORTATION

Fee Schedule for Public Records Requests

May 21, 2012

Overview. These fees apply to all NDOT staff, divisions and districts and will be posted on local public bulletin boards and included in any local procedures. The NDOT Records Officer and Manager are responsible for implementing the below procedures in accordance with the Nevada Open Records Law (Nevada Revised Statute 239.055). The Freedom of Information Act (FOIA) is the federal version of the law and generally applies to NDOT. For further information, see the NDOT Internet site, Public Involvement (www.nevadadot.com/pub_involvement/), or contact the NDOT Records Manager, Nevada Department of Transportation, 1263 South Stewart Street (A075/Room 013), Carson City, NV 89712, 775-888-7437.

1. No fees will be assessed until total costs reach at least \$25. Any fees imposed must be invoiced and detail each of four costs: staff time, copies, scanning/e-mail/FTP posting, postage.
2. Cost Estimates. When estimated costs exceed \$25, and before further processing, the requestor will be notified in writing and required to remit that amount in full up to \$1000. When estimated costs exceed \$1000, and before any records are provided the requestor will be notified in writing and required to remit \$1000 plus ½ the remaining balance, with the balance due upon presentation of a written invoice for the full and final amount,. If the final costs are less than estimated, the requestor will be reimbursed any difference.
3. Staff Time. In accordance with Nevada Revised Statute 239.055, fees may be charged for extraordinary staff time for processing, researching, copying, legal/technical review, or viewing. Charges will be as follows:
 - 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. Copying fees (does not include labor)
 - a. Black & White – 8 1/2” x 11” : \$0.03 per page.
 - b. Black & White - 11” x 17” : \$0.06 per page.
 - c. Color - up to 11” x 17” : \$0.10 per page.
 - d. Black & White - 11” x 17” to 24” x 36” : \$0.10 per page.
 - e. Color - 11” x 17” to 24” x 36” : \$0.20 per page.
 - f. Black & White - larger than 24” x 36” : \$5 per page.
 - g. Color - larger than 24” x 36” : \$5 per page.
 - h. Vellum - \$0.25 per linear foot.
 - i. Mylar Film – \$3.65 per linear foot (18”0; \$4.50 per linear foot (24”).
 - j. Compact Disk/DVD: \$5 per disk.
 - k. Certified True Copies: \$5 per page.
 - l. Electronic Scanning to E-mail, CD or FTP:
 - Previously Scanned Documents - Free
 - 200 pages or less - \$20
 - 201 or more pages - \$20 per increment of 200 pages
5. Postage. All shipping will be USPS Parcel Post unless otherwise requested. Costs will be reimbursed by the requester.
6. Payment. Only checks or money orders payable to the “Nevada Department of Transportation” are accepted. Partial payment of estimated fees is required prior to commitment of substantial staff time and effort. Full payment of actual fees is required before any records will be made provided.
7. Use of Outside Copying Services. If estimated staff time exceeds four (4) hours, outside vendors/contractors may be utilized, under the direction of the NDOT Records Manager.