



Responsible Office: Office of the General Counsel

BOARD POLICY 7610
PUBLIC RECORDS REQUESTS

PURPOSE

The Washoe County School District (District) Board of Trustees (Board) adopts this Board Policy to provide members of the public with access to inspect and copy public records in compliance with Nevada's Public Records Act (NPRa).

DEFINITIONS

1. "Actual cost" means the direct cost incurred by a governmental entity in the provision of a public record, including, without limitation, the cost of ink, toner, paper, media, and postage, as well as staff time.
2. "Copy of a public record" includes all formats of the record provided in response to a request, whether provided in paper or electronic formats.
3. "Non-public records" are published materials printed by a governmental printer, informal notes, worksheets, unused blank forms except ballots, brochures, newsletters, magazines, catalogs, price lists, drafts, convenience copies, ad hoc reports, reference materials not relating to a specific project and any other documentation that does not serve as the record of an official action of a local governmental entity.
4. "Public record" means information that is created or received pursuant to a law or ordinance, or in connection with the transaction of the official business of any office or department of a local governmental entity, including, without limitation, all documents, papers, letters, bound ledger volumes, maps, charts, blueprints, drawings, photographs, films, newspapers received pursuant to NRS 247.070, recorded media, financial statements, statistical tabulations and other documentary materials or information, regardless of physical form or characteristic.

POLICY

1. The District will respond to public records requests in accordance with the Nevada Public Records Act, this Board Policy and applicable Administrative Regulations.

2. All public records of the District shall be made available for inspection and copying, unless the requested documents are non-public records or otherwise declared by law to be confidential.
3. Only records that exist at the time of the request are considered public records. The District is not obligated to create a record, conduct research, analyze, or clarify data, or answer questions in response to a request for a copy of a public record.
4. The District may charge a fee for providing a copy of a public record, but fees shall not exceed the actual cost to provide public records in compliance with the NPRA.
5. Rights of Requesters. The rights of members of the public include, but are not limited to:
 - a. Prompt access to public records that are not non-public records, confidential, or otherwise excepted from disclosure;
 - b. Equal treatment among requesters, including accommodation in accordance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) requirements; and
 - c. The ability to choose, when applicable, whether to inspect the requested information in person, receive copies of the information, or both.
6. The Board hereby directs the Superintendent to adopt an Administrative Regulation to implement and maintain the purpose of this Board Policy. The Superintendent shall include in the Administrative Regulation provisions in accordance with state law and this Board Policy by which public information may be provided, inspected, or copied efficiently and without unnecessary delay.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

1. This Board Policy reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
 - a. Board Policy 7620, Document and Records Management; and
 - b. Administrative Regulation 7611, Public Records Requests.
2. This Board Policy complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) to include:
 - a. NRS Chapter 239, Public Records (also known as the Nevada Public Records Act); and

b. NAC Chapter 239, Public Records.

REVISION HISTORY

Date	Revision	Modification
02/24/2015	1.0	Adopted
04/10/2018	2.0	Revised: Remove references to "public information" from policy; add language related to charging for records
10/15/2019	3.0	Revised: Comply with SB287 of the 2019 Legislative Session; removed extraordinary use fee
10/25/2022	4.0	Revised: Clarify language and remove redundancies
08/26/2025	5.0	Revised: Clarify language and remove redundancies