



Administrative Form 7612  
PUBLIC RECORDS REQUESTS

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**Responsible Office:** Office of the General Counsel

In accordance with Board Policy 7610, Public Records, and Administrative Regulation 7611, Public Records Requests, a request for public records may be submitted using this form.

Submit this form via email to [legal@washoeschools.net](mailto:legal@washoeschools.net), by fax at 775-348-0304, or by mail or in person at:

Washoe County School District Office of the General Counsel  
Attn: Records Official  
P.O. Box 30425 / 425 East 9<sup>th</sup> Street  
Reno, NV 89520-3425

**PLEASE PRINT**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

EMAIL \_\_\_\_\_

DATE \_\_\_\_\_

DESCRIPTION OF PUBLIC RECORD REQUESTED (Provide sufficient information to identify the record)

ACCESS REQUESTED

Inspect/View Only     Copy     Receive a copy  
 Other: \_\_\_\_\_

REQUESTED MEDIUM

Paper/Hardcopy     Electronic (email, flash drive)  
 Other: \_\_\_\_\_

PREFERRED DELIVERY METHOD

U.S. Mail     E-Mail     Personal Pick Up  
 Other: \_\_\_\_\_

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1. Request Deadlines

- a. By the end of the fifth business day after a public records request is received by the District, the Records Official shall respond in writing:
  - i. Disclosing the entire public record or a redacted version of the public record; or
  - ii. Extending the time for potential disclosure by providing a date when the record may be available, if the request is voluminous, time consuming, or comes from an off-site area separate from the OGC; or
  - iii. Deny the request.

2. The District may charge a fee for providing a copy of a public record. Fees shall be reasonable and not exceed the actual cost to provide the record. Fees must be paid in full before receiving the copy. If the fee is related to an "extraordinary use fee" as defined in Board Policy, a written cost estimate will be produced.

3. For additional information, visit the public records webpage at:  
<https://www.washoeschools.net/Page/12786>

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Office of the General Counsel Use

DATE RECEIVED \_\_\_\_\_

DATE REQUEST DUE \_\_\_\_\_

COST \_\_\_\_\_

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