



Administrative Form 7612
PUBLIC RECORDS REQUESTS

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 bread@washoeschools.net, by fax at 775-333-6010, 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 9th 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. The Records Official may contact you if clarification is required to process your request.)

ACCESS REQUESTED

Inspect/View Only Copy Receive an electronic copy
 Receive a paper copy Other: _____

PREFERRED DELIVERY METHOD

U.S. Mail E-Mail Personal Pick Up
 Other: _____

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. Providing notice that the District is not able to make the records available within five business days and providing the earliest date the District reasonably believes the record will be available, along with an explanation why the records are not currently available such as the request is voluminous, time consuming, or the records must come from an off-site area separate from the OGC; or
 - iii. Denying the request.
2. In order to save taxpayer dollars, it is the preference of the District to provide all records in an electronic format, if available. Paper copies will be provided upon specific request. Responses to requests will be held for 30 days.
3. 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. Upon the determination that the time required to process the request meets the threshold for charging a fee as established in Board Policy 7610, Public Records Requests, a fee will be applied and the District shall provide written notice to the requester as required in Administrative Regulation 7611, Public Records Requests.
4. For additional information, visit the public records webpage at:
<https://www.washoeschools.net/Page/12927>