

**“CLIFF NOTES”  
PUBLIC RECORDS REQUESTS PROCESSES  
EFFECTIVE OCTOBER 1, 2007**

**The Office of Primary Responsibility (OPR) has 5 Business days to respond to written request (includes email) with one of the following:**

- 1) The public record is available for inspection or copy
- 2) If recipient of the written request does not have or is not the OPR of the requested public record then
  - ~ Respond to the requestor in writing that it is not in your purview
  - ~ Provide the contact name and address of the proper OPR for the public record if known
- 3) If recipient of written request does not have the public record available by the end of the fifth business day after the date the request was received, respond to the requestor in writing
  - ~ The public record is within your purview but not immediately available, i.e. in storage
  - ~ Provide the date and time that the public record will become available for inspection or copying
- 4) If there are confidentiality issues regarding a requested public record, check with City Attorney about statutory confidentiality or applying the balancing test, then notify the requestor that
  - ~ The public record is under review with the City Attorney and when reply can be expected; or
  - ~ The public record is confidential and give the specific statute or legal authority provided by the City Attorney that makes the record confidential or qualifies the record to be treated *as if* it is confidential.

**The Public Records Access policy will be amended with the above and oral requests for public records will be handled in the same manner.**

ONE LAST ITEM....confidential information, as defined in NRS 239.0105(a), now includes records of the name, address, and telephone number or other identifying information of a natural person who has registered for use of a recreational facility or registered in a youth program.

BUT we can no longer deny access to a record because it contains a *limited* amount of confidential information. Whenever possible, confidential information must be DELETED or SEPARATED from the rest of the public record that is not confidential and then we must provide the non-confidential portion of the public record. If you believe deletion is not possible or practical, consult with the City Attorney about this issue.