



# DRAFT

City of Las Vegas  
CLER-301

## Public Records Request Form

Requestors Name: \_\_\_\_\_ Date of request: \_\_\_\_\_  
Address: \_\_\_\_\_  
How may we contact you? \_\_\_\_\_

I hereby request the following City of Las Vegas public records be:  
A.) made available for review and inspection B.) copied C.) copied and certified (circle one)

Record Requested:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand there is a charge for copies of public records. Further, I understand that if the estimated cost of the copies I have requested is \$25.00 or more, I will be required to pay in full prior to reproduction. Materials will be held for 14 days. If not retrieved, I will be charged in full for a second reproduction in addition to any unpaid original charges. Advance payment will be forfeited if material is not retrieved.

Signature \_\_\_\_\_

*This form is a public record and will be retained for a period of one year from creation.*

Type of Request: Routine Multi-Departmental Extraordinary (circle one)  
Request received from: CLV Staff Public (circle one)

**Calculation of charges for Routine Requests:**

Paper copies: _____ (#of copies)	X _____ (#of pages)	X \$1.00 per page	= \$ _____
Audio tape: _____ (#of copies)	X _____ (#of tapes)	X \$3.00 per tape	= \$ _____
Video/DVD/CD _____ (#of copies)	X _____ (#of tapes/CD)	X \$5.00 each	= \$ _____
Other media _____ (#of copies)	X _____ (#of _____)	X \$ _____ each	= \$ _____
Certifications _____ (#of certifications)		X \$2.00each	= \$ _____
			<b>Total = \$ _____</b>

**Calculation of charges for Extraordinary Requests:**

Number of staff hours _____	X (rate) _____	= \$ _____
Type of material _____	(cost) _____	= \$ _____
		<b>Total = \$ _____</b>

**The City Clerks Office will supply new product medium and will not accept medium from the public to use for the request to prevent the risk of damage to City equipment.**

Staff Notes & Status:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# DRAFT

Completion Date: \_\_\_\_\_ By: \_\_\_\_\_ (Initials) \_\_\_\_\_  
Delivered to: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_