



# SUN VALLEY GENERAL IMPROVEMENT DISTRICT

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## Public Records Request Policy

Sun Valley General Improvement District (District) recognizes the Nevada Public Records Law in accordance with the provisions set forth in Chapter 239. The District is committed to responding to requests for inspection or to receive copies for public records maintained by the District.

All requests for public records will be responded to within five (5) business days (NRS 239.0107) of receipt of the District's Public Records Request Form. If staff is unable to respond within five (5) business days, staff will provide requestor in writing with one of the following notices:

- If the District is unable to make the public record available within five (5) business days from receipt of request, staff in writing will notify the requestor a specific date and time when the record will be available.
- If the public record has been destroyed, staff shall communicate to the requestor of approved records retention schedule.
- If the District does not legally control the requested record, staff shall provide the requestor the name of the governmental entity and contact information to obtain record from, if known.
- If the public record, or any portion thereof, is confidential pursuant to specific statute or legal authority. Pursuant to Nevada Revised Statutes NRS 239.010 identifies many records to be declared confidential or restricted, therefor, are not publicly accessible.

Most common public records that are deemed confidential are: Personal Identify Information – NRS 239B.030, Databases containing name, addresses, electronic mailing addresses and telephone numbers – NRS 239B.040, and Personnel Records – to the extent permitted by law.

Pursuant to NRS 239.052 and Board of Trustees adoption of the District's Public Record Policy and Procedures, the following is the District's Fee Schedule for copies of Public Records.

- Copies on letter or legal size paper and less than 50 pages – No Charge
- Copies beyond first 50 pages - \$.05/per page
- Copies sent by email – No Charge
- Copies on Compact Disc/DVD - \$5/per disc



# SUN VALLEY GENERAL IMPROVEMENT DISTRICT PUBLIC RECORDS REQUEST FORM

All requests for public records will be responded to no later than the fifth business day after the request is received in accordance with the provisions set forth in Chapter 239.

REQUESTER INFORMATION	
Name:	
Company:	
Address:	
Phone:	
Email Address:	

Record(s) Requested – Please be specific as possible, include subject, names and dates if you know them. This will assist staff respond to your request as soon possible.

Date Record(s) Needed By:			
Please specify preferred method of receiving requested record(s):			
In Person: _____ <small>(viewing will be supervised)</small>	Mail: _____	Email: _____	Pick Up: _____

Requester Signature:	
Date:	

THIS SECTION TO BE COMPLETED BY DISTRICT STAFF			
Request Granted:	Y / N	Date request completed:	Employee Initials:
Reason for denial:			