

**Resolution #26-7-04**  
**PUBLIC RECORDS POLICY**

BE IT RESOLVED that the Clark County Board of Supervisors hereby repeals Resolution 24-6-89 and recreates as follows:

The County Clerk is hereby designated as the legal custodian of Clark County Committee records and in particular committee minutes.

All requests, for public records, regardless from which department the information is sought, shall be presented to the County Clerk he/she will then be responsible for contacting the appropriate departments and subsequently forwarding the information requested to the requestor.

Requests must be made in writing. The County Clerk shall keep a record of such requests. If a request is denied it may be done so orally unless the requestor demands a written statement of reasons within five days of the oral denial. All requestors will be required to submit their requests in written form in order to clarify the information they seek.

Upon a bona fide, legally appropriate and sufficient request the requested records shall be provided as soon as practicable and without delay.

All requests for records which do not reasonably describe the requested record or information or provide a reasonable limitation as to subject matter or length of time represented will be denied.

Requestors need not identify themselves when making a request except to the extent necessary for the County to comply with the request; nor is it required that a requestor state the purpose of the request.

Prepayment may be required if the total fees exceed five dollars, (\$5.00).

Requestors shall be charged the actual, necessary and direct costs of reproduction and transcription unless an amount is otherwise established by law. The actual, necessary and direct costs of location will also be charged if such cost is fifty (\$50.00) or more. Direct costs of mailing or shipping will also be charged.

## REQUEST FOR A PUBLIC RECORD

Date and Time of Request: \_\_\_\_\_

### SPECIFIC REQUEST FOR A RECORD:

Department: \_\_\_\_\_

Name of record: \_\_\_\_\_

Explanation of the specific record and dates:

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Requested Date and Time Desired: \_\_\_\_\_

Contact: *Optional Information*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

DEPARTMENT USE  
DATE AND TIME OF COMPLIANCE: \_\_\_\_\_

Copy to be given to citizen as a receipt of the request.