



REGIONAL TRANSPORTATION COMMISSION OF SOUTHERN NEVADA  
Public Records Request Form

PUBLIC RECORDS MUST NOT BE REMOVED FROM THE PURCHASING AND CONTRACTS OR ANY OTHER RTC OFFICE

Instructions: Requestor must fill out and sign the top portion of this form and e-mail it to [publicrecordsrequest@rtcnev.com](mailto:publicrecordsrequest@rtcnev.com), or fax it to (702) 676-1995. You will be contacted by the appropriate RTC department to complete your request.

Requestor: \_\_\_\_\_ Date: \_\_\_\_\_ Phone No: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

If you have already made a verbal request of an RTC staff member, please indicate who you spoken with:

How should we contact you?

I hereby request the following RTC public records be (mark one):

- A. Made available for my review (no cost)
- B. Copied (charges specified below)
- C. E-mailed to (no cost):
- D. Faxed to (no cost):

Records requested (If this is a request for FAST Timing Data, please include: Day of week, time of day, and exact signalized street names in your request):

I understand there is a charge for printed copies of public records and/or media used to provide electronic records (e.g., thumb drive, discs). Further, I understand that if the estimated cost of the copies I have requested is \$25 or more, I will be required to pay in full prior to reproduction. Materials will be held for 14 calendar days. If not retrieved, I will be charged in full for the second reproduction, in addition to the original charges imposed. Payment will be forfeited if material is not retrieved.

**No personal checks will be accepted.**

Signature:

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

**Fees for Public Records**

Per NRS 239.052, a government entity is permitted to charge a fee for the actual cost incurred in the provision of a public record.

This includes, without limitation, the cost of ink, toner, paper, media, and postage.

Pursuant to NRS 239.052(2), the Regional Transportation Commission of Southern Nevada (RTC) chooses to waive this fee except for the following exceptions:

- Hard copy requests of 50 or more single pages
- Postage costs
- The media used to provide electronic records (e.g., thumb drive, discs)
- The department will inform the requester of any fees prior to responding to the request

Fees List :

- Black and white copies, up to 8.5" x 11": \$0.05 per page
- Color copies, up to 8.5" x 11": \$0.50 per page
- Compact Disc/DVD/Thumb Drive: \$5.00 per device

The RTC 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 RTC equipment. Requestors will be billed for outside services at actual cost.

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