

[Your Name]
[Street Address]
[City, ST ZIP Code]
[EMAIL]

[DATE]

[Name of Custodian of Records]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear [custodian of records]:

Under the **Nevada Open Records Act § 239 et seq.**, I am requesting an opportunity to inspect and obtain access to view and make digital recordings of public records that encompass the following:

(ITEMS AND DOCUMENTS REQUESTED)

[Try to be as specific as possible with dates and/or date ranges]

If there are any fees, please inform me. Please note Per N.R.S. 239.052(1) An agency may not charge for determining whether a record is a public record, searching for or retrieving records, staff time spent complying with a public records request, a requester's use of a personal device to photograph or copy public records, or for recouping the original cost of developing or producing the records. Under N.R.S. 239.052(1) costs can be requested if copies are being provided. To avoid costs pertaining to copies we will coordinate an appropriate date and time to inspect the requested documents and our people will come and make all appropriate digital copies of requested documents. Any digital document an appropriate digital storage device will be provided for staff to upload and provide copies of said documents upon request. If it is determined there are costs associated it is reminded that these costs must comply with another N.R.S. please provide the statutes that permit costs if payment is requested.

Note the following permits our recording the documents and our interactions within the public space of official government facilities per the U.S. Court of Appeals for the Ninth Circuit, which includes Nevada, has held that there is a First Amendment right to record matters of public interest in public places, which "includes the right to record law enforcement officers engaged in the

exercise of their official duties in public places.” Askins v. Department of Homeland Sec., 899 F.3d 1035, 1044 (9th Cir. 2018); see also Fordyce v. City of Seattle, 55 F.3d 436 (9th Cir. 1995).

Per N.R.S. 239.0107, Nevada law requires public agencies to respond to public record requests no later than the end of the fifth business day after the request has been received. The response may grant the requester the right to inspect a record, obtain a copy, or provide the requester with a written notification stating why the record is not yet available and the time and date when the record will be available. Alternatively, the response may also communicate why the request was denied via written notice and indicate the specific statute supporting the denial.

As this request is numerous as sets of documents become available our team can come in and document these items throughout the process.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Please contact me via email at the above-listed email addresses documents can also be sent there to fulfill the required disclosures.

Thank you for complying with N.R.S. and 1st Amendment request protected request.

Cordially,

[NAME]

[TITLE]

cc: