



# Public Records Requests

Many of the Sage Collegiate's public documents can be found on the school's website: [www.sagecollegiate.org](http://www.sagecollegiate.org). If you are unable to find information, please use the following steps as a guide:

- Requests ought to be in writing, either by mail to the school's address or email to [board@sagecollegiate.org](mailto:board@sagecollegiate.org) and to the Executive Director ([skinne@sagecollegiate.org](mailto:skinne@sagecollegiate.org)) to ensure a clear understanding of the request.
- Requests should be as specific as possible and include the requestor's contact information.
- In adherence with [NRS 239.0107](#), the requestor will receive an acknowledgement within five business days of receipt, and an estimated timeframe of when s/he can expect to receive the record. In addition, any potential costs will be provided before work begins to retrieve the public record.
- The public record(s) will be provided as quickly as possible. However, more complex requests may require longer time. You will be kept apprised of the progress and the school may contact you to seek clarification on the request.
- If the requestor wishes to inspect the public record on-site, a time convenient for both the requestor and the school will be arranged.

Per [NRS 239.052](#), a government entity is granted permission to charge a fee for the actual cost to provide requested documents. Except for documents identified by specific statute or regulation as exempt from a charge (i.e. meeting minutes), a fee will be charged for extraordinarily large record requests (as allowed by NRS 239.055).

**Personnel time:** As permitted in [NRS 239.055](#), personnel time is an allowable charge for extraordinary requests. Personnel time to review, redact, copy, process, or otherwise provide access to the public records, will be charged at a rate of \$25 per hour.

**Fee Cap:** The fees charged for requests will not exceed 60 cents per page, including anticipated personnel time and technological resources.

**Requests for Electronic Public Records:** Fees will not be charged for electronic public records regardless of the size to transmit the record except for instances where an electronic record may contain confidential information, requiring permanent redaction. In these instances, printing and staff costs will apply.

## Copying fees:

- a. Black and white copies, up to 8.5" x 11": \$.10/per page (10 cents per page)
- b. Color, up to 8.5" x 11": \$.60/per page (60 cents per page)
- c. Thumb Drive: The cost of the device on Amazon. For safety and security of school technology, the school will order the thumb drive.



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**Postage:** The requestor is responsible for estimated postage.

**Payment:** Payments must be made before work on the records request commences. Payment may be made by check or money order to the "Sage Collegiate Public Charter School." If the requestor is entitled to a refund from the deposit, the school will provide the refund. If the cost exceeds the estimated cost, the requestor will be required to make a complete payment before the school transmits the records.