



# TAHOE DOUGLAS FIRE PROTECTION DISTRICT

## REQUEST FOR PUBLIC RECORDS

Date/Time of Request: \_\_\_\_\_

Received By: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

Requestor's Phone Number: \_\_\_\_\_

Requestor's Email Address: \_\_\_\_\_

Detailed Description of the Public Records being requested\*:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Format for this information:    Email       Hard copy for pickup       Certified Mail

Requestor Signature: \_\_\_\_\_

### Office Use Only

Request Status		Estimate
_____ Date	Request Received (stamp)	Estimate: \$ _____
_____	Receipt acknowledgement issued	Date deposit received: _____
_____	Estimated completion	Actual (if different): \$ _____
_____	Estimate provided	Date final payment received _____
_____	Request denied in whole	Completed by _____
_____	Other:	

P.O. Box 919 – 193 Elks Point Road – Zephyr Cove, Nevada 89448

Phone (775) 588-3591      Fax (775) 588-3046

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\*Please note, Nevada Revised Statutes Chapter 239 does not require the Fire District to respond to general requests for public information not contained in a public book or record nor does it require the Fire District to generate a public record or public book that does not currently exist.

To the extent Fire District staff can efficiently provide answers to general requests, which do not identify a specific public record or public book, it will do so as long as it does not require an extraordinary amount of time or interfere with its required obligations and duties.

Under NRS 239.0107, Fire District staff has until the end of the fifth business day after the request is made to furnish the public record/book or respond to the request. If the request requires the extraordinary use of staff or resources, for example if it takes more than 60 minutes to perform research or to make copies, an additional fee may be required. The requester will be notified of any fee for extraordinary use of staff or resources prior to copies being made.

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