



# TAHOE DOUGLAS FIRE PROTECTION DISTRICT

## Request for Public Records

Date Stamp:

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

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

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

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

Detailed description of the records being requested including – Date, Time, & Location:

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

To meet HIPPA requirements the following options are available as a format for this

information:  Faxed  Hard copy for pickup  Certified Mail

\*Please note that your request will be processed and completed within **7- 10 business days**

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

### Office Use Only

Review Status	
Receipt acknowledgement issued	_____
Estimated completion issued	_____
Total Cost of Request:	\$ _____
Date payment received:	_____
Amount	\$ _____
Received by	

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

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

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## Request for Public Records

Revised 2020

\*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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