



INDIAN HILLS GENERAL IMPROVEMENT DISTRICT

3394 James Lee Park Rd. #A

Carson City, NV 89705

PHONE #: (775) 267-2805 FAX #: (775) 267-3510

www.indianhillsnevada.com

RECORDS REQUEST

DATE: _____

REQUESTED BY: _____ (PRINT NAME)

DAYTIME PHONE #: _____

EVENING PHONE #: _____

RECORDS REQUESTED & DATES: _____

SIGNED: _____
I have read and understand all charges listed below

ADOPTED COPYING/RESEARCH COSTS FOR COPYING PUBLIC RECORDS WHICH ARE NOT OTHERWISE REQUIRED TO BE COPIED WITHOUT CHARGE

This schedule of charges is presented from Shop Rate Computations: Assumptions include that the IHGID Records Dept. will do any research required, IHGID personnel will operate the machine when actually copying documents. Shop rate calculation includes staff and facility overhead; per surface costs are a derivative of actual materials cost, machine costs, and operator costs computed from standard maximum output of the machine per minute.

Copying from customer original – no search \$0.15 per copy surface (8 1/2" x 11")
(Covers paper, copying, and overhead costs including staff machine time.)

Copying from desk top retrievable (office) original \$0.75 per copy surface (8 1/2" x 11")
(Covers paper, copying, overhead, staff machine time, and staff easy retrieval time.)

Copying from filed/archived retrievable original \$0.15 per copy surface (8 1/2" x 11")
plus research time*

Research in office filings or archives storage to find a document will be billed at \$34.81 / per 60-minute hour (or \$0.5803/min); then actual copying costs will be applied at \$0.1375 per copy surface rate.

For oversized copying (larger than 8 1/2" x 11") add \$0.10 per copy surface

Audio Tape/CD (\$10.00 per tape/CD)

(Adopted June 25, 2002/Amended January 20, 2004)

PICK UP DATE: _____

PICK UP BY: _____ (PRINT NAME)

SIGNED: _____

PAID BY: Cash Check #: _____
AMOUNT: _____