



**EAST FORK FIRE
PROTECTION DISTRICT**
1694 County Road
Minden, Nevada 89423
(775) 782-9040

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 or Books being Requested*:

Format for this information: ☐ Email ☐ Hard Copy for Pick Up

*Please note, Nevada Revised Statutes Chapter 239 does not require the District to respond to general requests for information not contained in a public book or record nor does it require the District to generate a public record to public book that does not currently exist. To the extent District staff can efficiently provide answers to the general requests, which 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. Please note that under NRS 239.0107, 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 personnel or resources, for example if it takes more than 30 minutes to perform research or make copies, an additional fee may be required. The requestor will be notified of any fee for extraordinary use of personnel or resources prior to copies being made.