



**Policy and Procedure Resolution No. 137 – Resolution Number 1905
A POLICY FOR THE PROVISION OF PUBLIC RECORDS TO THE GENERAL PUBLIC**

WHEREAS, from time to time, IVGID receives requests for the provision of public records contained in its files; and

WHEREAS, NRS Chapter 239 of the Nevada Public Records Law and NRS Chapter 241 of the Nevada Open Meeting Law address the provision of public records to the public upon request; and

WHEREAS, NRS Chapter 239 further provides guidance on the manner and timing for a response to such requests and for the charge of costs therefor; and

WHEREAS, NRS Chapter 239 specifically provides that a governmental entity may charge actual costs, as defined, incurred in the provision of a public record; and

WHEREAS, on or about June 29, 2011, IVGID adopted a policy to establish procedures for handling requests for public records (“Policy”); and

WHEREAS, IVGID now wishes to revise its adopted Policy for the provision of records in order to maintain consistency with State law; and

WHEREAS, the IVGID fee schedule for public records contained herein shall be posted on the IVGID website and in all other locations required by NRS Chapter 239.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT, that it hereby adopts the attached Policy for the provision of public records.

BE IT FURTHER RESOLVED, that the attached Policy and procedures will remain in effect until changed or rescinded by the Board of Trustees and supersedes Resolution No. 1905/Policy and Procedure Resolution No. 137.

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I hereby certify that the foregoing is a full, true and correct copy of Resolution No. 1905, Policy and Procedure Resolution No. 137, as amended and adopted by the Board of Trustees of the Incline Village General Improvement District on the 30th day of August, 2023, by the following vote:

AYES, and in favor thereof, Trustees Matthew Dent, David Noble, Sara Schmitz,
Michaela Tonking, and Raymond Tulloch
NOES, ABSENT, None

/s/ Heidi H. White
Heidi H. White
District Clerk