

**PROPOSED REGULATION OF THE STATE LIBRARY, ARCHIVES
AND PUBLIC RECORDS ADMINISTRATOR**

LCB File No. R133-16

Authority for Regulation: NRS 239.008(3)

We would like to add language to NAC 239 explaining that public records requests must be for identifiable records.

A public records request submitted pursuant to NRS Chapter 239 must be for an identifiable record. An “identifiable record” is one that agency staff can reasonably locate. The NPRA does not allow a requestor to search through agency files for records which cannot be reasonably identified or described to the agency. However, a requestor is not required to identify the exact record he or she seeks. An “identifiable record” is not a request for “information” in general.

A written request for public records must include the requester’s name, address and telephone number, and must identify the records sought with reasonable particularity. “Reasonable particularity” does not mean that a person must identify the exact record needed, but the description provided should be sufficient to enable the custodian to identify and find the requested record.