



SOLID WASTE AND COMPLIANCE SECTION PUBLIC RECORDS REQUEST PROCEDURE

The Solid Waste and Compliance Section have seen requests for file reviews increase substantially. In response to the demand and to ensure requests from the public are responded to in a timely manner, the following procedure for file review requests is effective immediately:

1. Staff cannot research availability of files until the Southern Nevada Health District Public Records Request Form (see attached) has been filled out and signed.
2. If a request is received, the requestor will be advised to fill out and return the Public Records Request Form by fax.
3. After a completed and signed request form is received by Solid Waste and Compliance Section staff, it will be at least three to five business days before the public records applicable to the request will be available for review. The requestor will be notified by e-mail, letter, or phone.
4. Once the requestor has been notified, the public records will be available for review for 14 days. If the requester does not review the public records within 14 days the public records will be returned and another Southern Nevada Health District Public Records Request Form must be filled out.
5. Hours for public records review are:

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| Tuesday | 9 a.m. – 11 a.m. |
| Wednesday | 2 p.m. – 3:30 p.m. |
| Thursday | 9 a.m. – 11 a.m. |
6. **Effective immediately ALL requests must be faxed to (702) 759-1412.**

Please remember, we cannot research files until we have a completed and signed Southern Nevada Health District Public Records Request Form. The hours for public records review will be strictly enforced. Requests for public records must specify a location, i.e. an actual street address and/or an Assessor's Parcel Number. Requests that are non-specific may require research time and may be subject to applicable fees payable in advance.

If you have any questions regarding file reviews, please call 702-759-0600.

**Southern Nevada Health District
Solid Waste and Compliance Section**
330 S. Valley View Blvd.
P.O. Box 3902
Las Vegas, NV 89127
702-759-0600

