

NOTICE OF INTENT
CLARK COUNTY SCHOOL DISTRICT REGULATION 1211

The Notice of Intent to adopt, repeal, or amend Clark County School District Policies and Regulations is pursuant to Nevada Revised Statutes (NRS) 386.365. The Clark County Board of School Trustees hereby notices its intent to amend:

Regulation 1211, Public Records

A copy of the proposal is available for inspection by the public during normal business hours in the Office of the Superintendent of Schools of the Clark County School District which is located at 5100 West Sahara Avenue, Las Vegas, Nevada, and also on the Clark County School District Web site:
<http://ccsd.net/district/policies-regulations/>.

All persons interested in the proposed changes are invited to submit data, views, or arguments, orally or in writing, prior to the date set for final action.

This matter may be considered at a public meeting to be held on Thursday, February 12, 2026, at 5 p.m. in the Board Room of the Clark County School District located at 2832 East Flamingo Road, Las Vegas, Nevada.

Discussion and possible action on approval of the Notice of Intent to Adopt, Repeal, or Amend Clark County School District Regulation 1211, Public Records, prior to submission to the Board of School Trustees for approval on Thursday, February 12, 2026, is recommended.

CLARK COUNTY SCHOOL DISTRICT REGULATION

R-1211

PUBLIC RECORDS

- Addition I. All public records of the Clark County School District (District), the contents of which are not otherwise declared by law to be confidential, shall be open at all times during office hours to inspection by any person, and may be fully copied as set forth ~~by regulation~~ in this regulation, state, and federal laws.
- Deletion/
Addition
- Addition II. The District and the Nevada Department of Education maintain a significant amount of publicly available information on their websites. Searching these resources first may provide the information immediately and without the need for a formal public records request. For example, the District Data website (<https://ccsd.net/district/data/>) and the Department of Education Nevada Report Card accountability website (<https://nevadareportcard.nv.gov/di/>) include publicly available records regarding student data, human resources, budget and finance (Open Book), state reporting, zoning and demographics, and environmental services.
- Addition III. Members of the public shall submit public records requests to the District's Public Records Office. The contact information for the Public Records Office and the website for the online public record software program is posted on the District's main website. If a school or District division receives a public records request, it shall be forwarded as soon as possible to the Public Records Office for processing or the school or District division may ask the requestor to submit the request via the online public record software program (this does not include requests for student education records which are handled by the school of attendance for currently enrolled students and by Student Record Services for former students).
- Deletion/
Addition
Deletion/
Addition ~~II-IV.~~ Upon receipt of a written request to inspect or copy a public record, the office which has legal custody or control of the record shall within five business days after the date on which the office has received the request: Not later than the end of the fifth (5) business day after the District receives a written or oral request to inspect, copy, or receive a copy of a public record, the Public Records Office shall do one of the following, as applicable:
- Addition
Deletion
Addition A. Copy or allow the inspection of the public record; and the location of inspection.
- Deletion/
Addition
Deletion/
Addition B. Notify the requestor in writing that the ~~office~~ District does not have legal custody or control of the record and where, if known, the public record is located; or if the record does not exist.

NOTICE OF INTENT
CLARK COUNTY SCHOOL DISTRICT REGULATION 1211

R-1211 (page 2)

Addition
Deletion/
Addition
Deletion/
Addition

C. Notify the requestor in writing of the date and time when the District reasonably believes the public record will be available if the office District cannot make the record available within five business days, or . If the public record is not available by that date and time, the District shall provide the requestor with a written explanation of the reason the public record is not available and a date and time after which the District reasonably believes the public record will be available.

Addition

D. Notify the requestor that the record is confidential, in writing, including a citation to the legal authority that makes the records confidential, after consultation with the Office of the General Counsel. The District does not waive a legal basis for withholding records by failing to cite the legal authority within five (5) business days. Records which contain confidential information shall be provided if the confidential information can be redacted, deleted, or concealed from the portions of the records which are not confidential. The District may also use disclosure avoidance methods to ensure that personally identifiable student data is not disclosed (e.g., suppression or redaction in data tables such as an N Count of 10).

Addition

Addition

E. The District shall make a reasonable effort to assist the requester to focus the request in such a manner as to maximize the likelihood the requester will be able to inspect, copy, or receive a copy of the public record.

Deletion/
Addition
Addition
Deletion
Addition

III.V. The request must be for an identifiable record. Only records that already exist are considered public records. The ~~Clark County School~~ District is not obligated to create a record, conduct research, analyze data, or answer written questions in response to a request for a copy of a public record.

Addition

VI. The District shall not refuse to provide a copy of a public record in the medium that is requested because it has already prepared or would prefer to provide the copy in a different medium. For example, if the record is requested in printed format (and currently exists in printed format), the District may not insist on producing in electronic format.

Addition

VII. If requested, the District shall provide a copy of a public record in an electronic format by means of an electronic medium. However, the District is not required to provide a copy of a public record in an electronic format or by means of an electronic medium if:

A. The public record:

1. Was not created or prepared in an electronic format; and

2. Is not available in an electronic format or providing the record in an electronic format would:

- a. Give access to proprietary software; or
- b. Require the production of information that is confidential and that cannot be redacted, deleted, concealed, or separated from information that is not otherwise confidential.

Deletion/
Addition
Deletion/
Addition

~~IV/VIII.~~ The Clark County School District shall charge a fee for providing a copy of the public record for any cost over \$10. The fee shall not exceed the actual cost of providing the copy, unless: The District may charge a fee for providing a copy of a public record. The fee shall not exceed the actual cost incurred by the District in the provision of the public record.

Deletion/
Addition

~~A. A law or regulation sets forth a specific fee that must be charged; The District's fee schedule for the provision of public records will be posted on the District's main website and in all other locations required by NRS Chapter 239.~~

Addition

B. In addition to reproduction costs, the District may charge the actual cost for staff time to gather, compile, redact, and produce the requested records as further detailed on the fee schedule.

Deletion/
Addition/
Deletion/
Addition

~~B.C. The copying requires an extraordinary use of personnel or technological resources; or The requestor will be advised of the cost estimate in advance. Payment in full of the estimated amount may be required prior to processing the request.~~

Deletion/
Addition/
Addition/
Deletion

~~C.D. A collective bargaining or other applicable agreement provides for a specific fee. Fees may differ for documents that the law, collective bargaining, or another applicable agreement requires must be copied at a specific cost or at no cost.~~

Addition

E. Multiple requests for documents may be combined in order to determine cost.

Deletion

~~V. No fee shall be charged for providing a copy of a public record if a specific law or regulation requires the copy to be provided without charge.~~

Deletion

~~VI. A person may request a copy of a public record in any medium in which the public record is readily available. A request for a copy of a public record in a particular medium, if that medium is readily available, shall not be refused simply because a copy in a different medium has already been made or is preferred by the person making the copy.~~

NOTICE OF INTENT
CLARK COUNTY SCHOOL DISTRICT REGULATION 1211

R-1211 (page 4)

- Deletion ~~VII. If a request for a copy of a public record would overly burden a particular office due to either the size or the nature of the request, as determined by the appropriate administrator, the request may be referred to another office for processing.~~
- Deletion ~~VIII. If a request for a copy of a public record would require an extraordinary use of Clark County School District personnel and/or technological resources, an additional fee shall be charged for such extraordinary use. Before processing such a request, the person requesting the copy must be informed of, and prepay the amount of the additional fee.~~
- Deletion ~~IX. A request for a copy of a public record in conjunction with litigation or related to a pending legal matter shall be deemed to involve extraordinary use of Clark County School District personnel and/or technological resources and subject to an additional fee.~~
- Deletion ~~X. A list of fees that the Clark County School District charges for copies of public records shall be maintained at each office in which copies are provided.~~
- Deletion ~~XI. A legible sign or notice shall be posted in a conspicuous place at each office in which copies are provided that either: (1) lists the fees that the Clark County School District charges for copies of public records, or (2) states the location where such a list may be obtained.~~
- Deletion ~~XII. The superintendent or designee shall publish procedures to be followed to respond to public records requests, and a list of fees for copies of public records.~~

Deletion/ Addition	Review Responsibility:	Superintendent <u>Community Engagement Unit</u>
	Adopted:	[1211:8/10/00]
	Pol Gov Rev:	6/28/01
Addition	Revised:	9/20/07; <u>2/ /26</u>