

Nevada Public Records Act (NRS 239) and Compliance Procedure
for the Department of Employment, Training and Rehabilitation, Rehabilitation
Division

The Nevada Rehabilitation Division's office is committed to providing access to public records in accordance with Nevada Revised Statutes Chapter 239. All public records, the contents of which are not otherwise declared by law to be confidential, shall be open for inspection or to obtain copies.

Contact Info and Forms

All requests to inspect and/or obtain copies of public records must be made through the appropriate agency's Public Records Officer:

Department of Employment, Training and Rehabilitation
Bureau of Disability Adjudication (BDA)
2527 N. Carson Street, Suite 215
Carson City, NV 89706
(775) 885-3851 Facsimile
Attention: Public Records Officer, Kimberly Graunke

Business Enterprises of Nevada (BEN)
751 Basque Way
Carson City, NV 89706
(775) 684-4184 Facsimile
Attention: Public Records Officer, Drazen Elez

Department of Employment, Training and Rehabilitation
Bureau of Vocational Rehabilitation (BVR) & Bureau of Services to the Blind and Visually Impaired (BSB)
3016 W. Charleston BLVD., Suite 215
Las Vegas, NV 89102
(702) 486-3038 Facsimile
Attention: Public Records Officer, Janice John

Nevada State Rehabilitation Council
751 Basque Way
Carson City, NV 89706
(775) 684-4184 Facsimile
Attention: Public Records Officer, Shelley Hendren

[Public Records Request BEN.docx](#)
[Public Records Request BVR & BSB.docx](#)
[Public Records Request NSRC.docx](#)
[Public Records Request BDA.docx](#)
[Nevada Rehabilitation Division Fee Schedule.docx](#)

Guidelines for Submitting a Public Records Request

NOTE: These guidelines, procedures, and request forms pertain *only* to the Rehabilitation Division (“Division”) and to records for which the Division has legal custody and control.

- Submit a Public Records Request Form. If you are unable to do so, a concise, written request is acceptable. Ensure handwritten requests are legible. (Other forms of public records requests, such as verbal, will be allowed only as a reasonable accommodation under the Americans with Disabilities Act).
- Mail or Fax your request directly to the public information officer.
- Be as specific as possible in your request, such as including the dates of records. Try to define the type of content and narrow the scope as much as possible.
- If necessary, we may ask for clarification so we can expedite the search for records relevant to your needs.
- Include your contact information, such as e-mail, physical mailing address and daytime phone number. Please include your preferred method of contact.
- Pursuant to NRS 239.0105, within five (5) business days of receiving a request for a public record, the agency will:
 - Allow the requestor to inspect or copy the record, or
 - Notify the requestor that the office does not possess the information and provide the name and address of the entity that does, if known, or
 - Notify the requestor that the information cannot be available within five (5) business days and provide a date and time after which the record will be available to inspect or copy, or
 - Notify the requestor that the information is confidential and cite the statute or other legal authority to deny the request
- Fees will be charged in accordance with the fee schedule provided above.

Certain records and data maintained by this office are available online for public viewing and/or downloading. Please search these before submitting a formal records request. For some data reports, a separate fee schedule may apply.