



PUBLIC RECORDS REQUEST

1790 Hwy 395 N, Minden NV 89423

(775) 782-3546 ext 2 or 4 FAX 1 (775) 782-4915 www.mgsdistrict.org Staff@MGSDistrict.org

Today's Date: _____

Requestor: _____

Address: _____

Telephone No. _____ **Fax No.** _____

Email Address: _____

Description of Record(s) Requested (see notes below):

Please provide a complete and detailed description of the record(s) requested.

Date Range: _____ **to** _____

Preferred Method of Receipt: Email Mail Fax

Received by: _____

Received on

You may submit your request to:

Email: Staff@MGSDistrict.org Fax: (775) 782-4915
Mail: Minden Gardnerville Sanitation District
1790 US Hwy 395 N
Minden, NV 89423

NOTE: All requests for public records will be responded to no later than the fifth business day after the request is received, pursuant to NRS 239.

NOTE: Not all public documents are available in electronic format. Documents not available electronically will be made available for inspection or as a paper copy.

NOTE: NRS 239 does not require MGSD to respond to general requests for information not contained in a public book or record, nor does it require MGSD to generate a public record or book that does not currently exist.