

STATE OF NEVADA

JOE LOMBARDO
Governor



DR. KRISTOPHER SANCHEZ
Director

PERRY FAIGIN
NIKKI HAAG
MARCEL F. SCHAEER
Deputy Directors

A.L. HIGGINBOTHAM
Executive Director

DEPARTMENT OF BUSINESS AND INDUSTRY
OFFICE OF NEVADA BOARDS, COMMISSIONS AND COUNCILS STANDARDS
NEVADA STATE BOARD OF DENTAL EXAMINERS

Administrative Cost Schedule

Purpose and Basis of Costs

This cost schedule establishes baseline amounts for specific administrative services performed by Board staff, agents, consultants, and legal professionals, together with the direct or hard costs incurred by the Board in fulfilling its public-records and regulatory duties.

Baseline amounts reflect the ordinary operational work associated with completing the identified task or moving a complaint through the identified stage. They provide a consistent and predictable method of cost recovery without requiring the Board to reconstruct every internal labor component for each matter. Direct expenses are charged separately at the amount actually incurred.

These amounts are intended to recover allowable costs and are not a fine or penalty. No charge may be imposed when prohibited by law, and controlling statutes, regulations, final orders, settlements, or other legal requirements govern if they conflict with this cost schedule.

Public Information Request Costs

These charges reimburse the Board for reproduction, staff processing beyond the routine first hour, delivery, and other identifiable expenses required to locate, review, prepare, reproduce, and transmit responsive public information or records.

Service or expense	Approved cost	Operational basis
Black-and-white copies	\$0.25 per page	Materials, equipment use, and reproduction handling.
Color copies	\$0.50 per page	Higher materials and equipment cost for color reproduction.
Extensive staff processing - 1+ hour	\$20.00 per hour after the first hour	Staff time needed to search, retrieve, review, organize, prepare, or otherwise fulfill a request requiring more than one hour. The first hour is not charged.

Postage, mailing, shipping, or delivery	Actual direct cost	The postage, carrier, courier, certified-mail, or delivery expense actually incurred.
Other direct expenses	Actual direct cost	Outside reproduction, electronic media, specialized services, or other identifiable hard costs actually incurred.

Public Information Request Conditions

- When practicable, the Board will provide an estimate before incurring a material charge and may require advance payment or a reasonable deposit when permitted by law.
- Electronic delivery will be used when available and appropriate. A per-page copying charge applies only to pages physically reproduced.
- Staff time and direct expenses must be documented. Final charges may be adjusted to reflect the actual allowable cost incurred.

Complaint Adjudication Baseline Costs

The following amounts are flat baseline costs that account for the multiple hours of standard administrative, investigative, legal, and adjudicative work required to advance a complaint from initial filing through Board-ordered disciplinary action. These amounts are not hourly rates. Each cost reflects the routine operational work and resources generally required to complete the identified service or stage of the complaint process.

A cost may be assessed only when the corresponding service or stage was used, and disciplinary action was reviewed and approved by the Board during a public meeting. Collection must also be authorized by a final order, consent decree, settlement agreement, statute, regulation, or other authority.

Task or adjudication stage	Baseline cost	Operational basis
Administrative hearing	\$5,100	Baseline preparation, coordination, hearing administration, exhibits, scheduling, and case-processing resources needed to conduct an administrative hearing.
Attorney General review	\$400	Baseline cost associated with review or participation by the Office of the Attorney General.
Board attorney services	\$1,400	Baseline legal review, advice, drafting, preparation, and adjudication support provided by Board counsel.
Board review and meeting	\$50	Baseline agenda, meeting-material, presentation, deliberation, and action-processing support.
Legal assistant services	\$50	Baseline document handling, correspondence, scheduling, filing, and administrative legal support.
Paralegal services	\$450	Baseline case organization, records review, document preparation, coordination, and substantive paralegal support.

Review Panel review	\$350	Baseline preparation, distribution, panel review, meeting support, and documentation of the panel's determination.
Preliminary Screening Consultant patient-case review	\$250	Baseline professional review of patient records, clinical issues, and related complaint materials.

Additional Direct or Hard Costs

In addition to an applicable baseline amount, the Board may recover the following actual, reasonable, and documented expenses when incurred and legally authorized:

- Postage, certified mail, shipping, courier, and service-of-process costs;
- Expert-witness consultation, record review, reports, testimony, travel, and related expenses;
- Court reporter, hearing reporter, transcript, and transcription costs;
- Records acquisition, document production, copying, and outside-vendor costs; and
- Other necessary administrative services or identifiable direct expenses attributable to the matter.
- Direct or hard costs will be charged at the amount actually incurred and will not be marked up unless expressly authorized by law.