

## **Northwest District File Copying Procedures**

Due to increased demand for file reviews, appointments are required to review district files. The Northwest District Office typically asks for five days advance notice for file search requests. However, requests that are limited in nature (such as files for just one facility for just one division) can usually be accommodated in less than five days.

Your copying options are as follows:

- When you are here to review a file, you may make copies of the public records that you have reviewed. You will be billed five cents per copy, but as a courtesy, if you make fewer than 250 copies, you will not be billed. A two sided copy is counted as two (2) copies.
- Bring your own copier and paper.
- Use a private copy service to come to our office and copy the files. If you wish to pursue this option, you may contact a service of your choice or contact the district office for names and numbers of copying services in the area.
- Request that Ohio EPA make the copies for you and mail them to you. These requests are completed as quickly as is reasonable given the scope of the request. Requests that are particularly complicated or voluminous may take several weeks to complete. If you choose this option, the cost for copies is five cents per page, plus shipping. If the cost of copying will exceed \$50.00 (1,000 pages), a deposit of one half of the estimated cost must be paid prior to the start of any copying by Ohio EPA. Checks should be made payable to the State of Ohio. Ohio EPA will bill you for the balance once the copying has been completed. All parties that make requests that are expected to cost less than \$50.00 will be invoiced once the copying has been completed.

If you wish to cancel your request, this can be done either in writing or by telephone. At that time, Ohio EPA will stop making copies and prepare a final invoice. The final invoice will reflect the charges for copying done by Ohio EPA up to the time the request was canceled. Failure to cancel a copy order results in an invoice for the full copying fee.

For access to public records, call (419) 352-8461.