

## **Central Office File Copying Procedures**

Copying options are as follows:

Any request for copies under 250 pages will be provided to you free of charge and will be made by our office staff.

If the request totals more than 250 pages, you have the following options:

- Ohio EPA will do the copying for you at five cents a page (including the first 250 pages) plus postage and will invoice you along with the copies. Copies will be made and sent out within five business days following the file review.
- Bring your own copy machine and Ohio EPA will provide an area for you to review the files and make your own copies.
- Contact a private copy service to come to our office and copy the files. If this option interests you, you may contact us for names and numbers of copying services in the area.

For access to public records, contact Rich Boudier at (614) 644-2782.