

Southwest District File Copying Procedures

Due to increased demand for file reviews, appointments are required to review district files. A minimum of two weeks is normally needed to gather the files and schedule a room.

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

For anything over 250 pages, these are your options:

- Copy the files yourself on a copier provided for file reviews at a cost of five cents per page. You will be billed at a later date for copying.
- If the copies number less than half of a file box, we can copy them for you at a rate of five cents per page. Our staff will provide these copies and an invoice within 7 working days.
- If the copies number over half of a file box full, we will send the copies to IKON in Cincinnati where they will be copied and mailed directly to you. The cost for copying is 25 cents per page plus postage. IKON representatives will contact you for billing and shipping information. Please specify turnaround time needed. Additional charges will apply for Fed-Ex shipping. If you have a Fed-Ex account you may provide the number for shipping. The contact at IKON is Michelle McGovern Rossi at (513) 929-0222.
- You may bring your own copy machine and we will provide an area for you to set it up.
- You may contact another vendor to come to our offices and copy the files for you. If this is an option for you, you may contact the district office for names and numbers of copying services in the area.

For access to public records, contact Penny Hataway at (937) 285-6025 or at penny.hataway@epa.ohio.gov.