

Southeast 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.

Options available to copy records include the following:

- When you are here to review a file, you may make copies of the public records that you have reviewed.
- Bring your own copier and Ohio EPA will provide a room for you to review the records.
- Requests for a specific document less than 250 pages will be copied by our office staff, free of charge and mailed to you within seven business days. Staff are not available to research files, compile records or create new documents.
- Contract with Profile Discovery copying service. For information and costs, please contact Larry Kotterman or Andrew Keck, 15 East Gay St., Suite 200, Columbus, OH 43215, (614) 222-2888.

For access to public records, contact Angie Hardesty at (740) 380-5415.