



Delaware-Morrow Mental Health & Recovery Services Board

Public Records Fee Schedule & Policy Regarding Fees for Copies & Reproductions

Unless a different fee is required by law in accordance with R.C. § 149.43, the following fee schedule is established for providing copies or reproductions of public records:

Media Type	Unit	Cost Per Unit
Letter or Legal Sized Paper Copy (Single-Side)	Page	\$.10
Letter or Legal Sized Paper Copy (Double-Side)	Two-Sided Page	\$.20
Certified Paper Copy	Page	\$1.00
Flash Drive	Drive	\$5.00
Email	N/A	N/A

- A. Advance payment is required before any copies are prepared.
- B. The Board shall charge the actual cost of material for media not listed in the fee schedule above.
- C. As a result of security issues, and to preserve the integrity of the Board's computer systems, the Board will not accept blank media supplied by the requesting party and the Board will supply the media. The cost of the media is included in the fee schedule above or, if not contemplated in the fee schedule above, the media will be supplied at cost.
- D. The Board shall notify the requesting party in advance, in writing, of any special extraction costs or other actual costs, as defined by Ohio Revised Code, to be charged for labor or materials incurred in situations where the Board determines that it is reasonable that a private contractor must be hired to fulfill the copying request.
- E. The Board will charge the actual costs of postage and mailing supplies when the requesting party requires the public records be transmitted via the United States mail, or the cost of delivery if transmitted by any other means of delivery or transmission.