



# Ottawa County Sheriff's Office

**Stephen J. Levorchick**  
**Sheriff**

**Brad York**  
**Chief Deputy**

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SHERIFF

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Brad M. York  
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Deputy Rhonda Reiter  
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DIRECTOR OF FINANCE

Amy Drummer  
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## Records Requests Costs

### Video/Audio File Production:

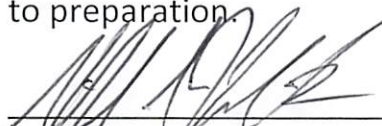
You will be charged at the rate of \$75.00/per hour of video and/or audio files which represent the actual costs associated with reviewing and editing each file to ensure no confidential information is released. Additionally, you will be charged \$15.00 per USB storage device (up to 64 g per) needed. The hourly review rate shall not exceed \$750 per request. Upon receipt of a request for audio/video files, an estimated length and cost shall be sent to the requestor. The requestor must pay the estimated costs in advance, prior to preparation.

### Electronic Files:

Files up to 25mb will be sent electronically upon request (attachment size limitation). For other electronic files larger than 25 mb you will be charged \$15.00 per USB storage device (up to 64 g per) for each device needed. Upon receipt of a request for electronic files, the size of the files will be calculated. Files smaller than 25 mb will be sent. Files exceeding 25 mb will not be sent until prepayment for the USB storage device (s).

### Paper Copies:

For paper copies of public records on 8.5x11 inch one sided paper in black/white, the copy cost is five cents per page. The first 20 pages will be free of charge. Requests exceeding 20 pages shall be charged at five cents per page. An estimate of the anticipated costs will be provided and said costs must be paid in advance, prior to preparation.

  
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Sheriff Stephen J. Levorchick

6-17-25  
Date