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## **Policy & Procedure for Handling Requests for Copies of Paint Creek Trailways Commission Documents**

- Requests for copies of Trailways Commission documents may be verbal or in writing.
- Trailways Commission staff shall review request for copy/copies of document. Requests for copies of legal documents, personnel file information or other delicate materials shall be forwarded to Attorney John G. Makris for review. If appropriate, Mr. Makris and Trailways Commission staff may place individual requests on the next Trailways Commission meeting agenda.
- A fee for copying shall not be assessed to any member community government office. Fees may also be waived by Trailways Commission staff if in the best interest of the Trailways Commission.
- Fees for copying shall be \$1.50 for first page copied, and \$ .30 for each additional page.
- Copying fee shall be collected before copies are mailed or given to request applicant.