

**Ottawa County Health Department
Public Records Requests
Notice**

- All requests for public records will be processed according to Ohio Law.

- All requests to view or receive a copy of public records may be verbal or written.

- All public records requests will be honored according to Ohio Law.
(Inspection during regular business hours or copies within a reasonable period of time – generally 3-5 business days.)

- Copies are available via US mail or pick-up at the Health Department office.

- Costs for copies are \$.05 per page plus postage, if delivery is by US mail.