

Ottawa County Commissioners Public Records Policy

The office of the Ottawa County Commissioners acknowledges that it maintains many records that are used in the administration and operation of the office of the Ottawa County Commissioners. The records maintained by the office of the Ottawa County Commissioners and the ability to access them are a means to provide trust between the public and the office of the Ottawa County Commissioners. The office of the Ottawa County Commissioners maintains its records in a manner which allows the office of the Ottawa County Commissioners to provide the general public prompt inspection of the office of the Ottawa County Commissioners' public records, and copies of these records within a reasonable amount of time during its regular business hours from 8:30 AM to 4:30 PM Monday through Friday, except for holidays.

The office of the Ottawa County Commissioners has a public records policy and a Schedule of Records Retention (RC-2). If you need to view either of these documents, please consult with one of our employees and they will provide you with a copy.