



**City of Anaheim**  
 Office of the City Clerk  
 200 S. Anaheim Blvd., Suite 217  
 Anaheim, CA 92805  
 (714) 765-5166 • fax (714) 765-4105  
[www.anaheim.net](http://www.anaheim.net)

# REQUEST FOR PUBLIC RECORDS

- STEP 1: **COMPLETE** all fields on this form. This form is to facilitate and expedite the processing of your public records request. Describe identifiable records in the possession of the City; your request must be sufficiently focused and specific to allow the City to locate the requested record(s).
- STEP 2: **SUBMIT** completed form by mail, fax, email or in person to Custodian of Records, Office of the City Clerk, 200 S. Anaheim Blvd. (714) 765-5166; [landal@anaheim.net](mailto:landal@anaheim.net); fax (714) 765-4105.
- STEP 3: **WAIT** to receive an invoice for responsive records. The City shall determine within 10-days from receipt of a public records request, whether the request, in whole or in part, seeks copies of discloseable public records in possession of the City [GC 6253(c)]. Please note that if you are requesting the opportunity to inspect records, you will be requested to make an appointment to return at a later date/time to view the documents.

Charges for the direct cost of duplication will apply. **Documents will not be copied until payment has been received.** If payment is not received within 10 days after invoice is sent, you may be required to submit a new request. Please see backside for additional information.

## REQUESTER INFORMATION

Full Name : Edward N. Stanek Date: 2/24/16

Company Name: Stanek Associates, Inc.

(Mailing) Address: \_\_\_\_\_ City/State/Zip Code: Almont, MI 48003

Phone number: . : : \_\_\_\_\_ Email: @

Preferred method of contact in the event of questions: email or phone

## DESCRIPTION OF REQUESTED RECORD(S): (Describe the specific public record(s) e.g., date, type, time period covering documents requested etc)

Stanek Associates, Inc. hereby requests a copy of the following in electronic format and/or whatever format exists:

- 1.) An accounting of all uncashed checks/warrants (checks that have been issued by your government agency and remain outstanding) for six (6) months or more as of the date of this letter. Please only include items that can still be claimed by the payee and have not been escheated to the state.
  - 2.) An accounting of any unclaimed funds which have not been escheated to the state.
- Please include the payee name, date, amount, and any additional information if available.
  - If it is less time consuming and more cost effective, please only provide amounts which equal \$1000.00 or more.
  - If possible, please include the last known address of the payee.

Stanek Associates, Inc. is prepared to pay for all necessary expenses up to \$50.00. Please notify our office if the labor and materials exceed this amount. Thank you.

I understand that I will be contacted once documents have been identified. If production of records is requested, an estimated cost will be provided to me and I agree that I will be required to submit payment for duplication costs (and mailing) prior to the production of the requested documents.

I wish to inspect City records

Will Pick-Up Records

Please Mail

Please note that information contained in any PRA request is a public record and may be subject to public inspection pursuant to the CA Public Records Act.

Digitally signed by Edward Stanek  
 DN: cn=Edward Stanek, o, ou,  
 email=estanek@stanekassociates.com, c=US  
 Date: 2016.02.24 11:17:57 -05'00'

**SIGNATURE OF REQUESTER**

## Jennifer L. Hall

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**From:** Linda Andal  
**Sent:** Wednesday, February 24, 2016 8:51 AM  
**To:** Jennifer L. Hall  
**Subject:** FW: Open Records Request  
**Attachments:** PublicRecordsRequestForm 2016.2.24.pdf

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**From:** Edward Stanek  
**Sent:** Wednesday, February 24, 2016 8:22 AM  
**To:** Linda Andal  
**Subject:** Open Records Request

Please see the attached request. If possible, please email the responsive documents to me.

Sincerely,

Edward Stanek

**Stanek Associates, Inc.**  
**National Asset Recovery Services**  
. Almont, MI 48003

[www.stanekassociates.com](http://www.stanekassociates.com)

**ESTABLISHED 1993**

### CONFIDENTIALITY NOTICE

This message (including any attachments) is intended only for the use of the addressee(s) and may contain information that is privileged and confidential. If you are the intended recipient, further disclosures are prohibited without proper authorization. If you are not the intended recipient or an authorized representative of the intended recipient, the use, dissemination or reproduction of this communication is prohibited and may be a violation of federal or state law and regulations. If you have received this communication in error, please destroy all copies of the message and its attachments and notify the sender immediately. Stanek Associates, Inc. and its affiliated entities hereby claim all applicable privileges related to this information.