



# 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

## 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: Tressie Alvarez Date: 3/30/16 4:02 PM

Company Name: Escreenlogic

(Mailing) Address: \_\_\_\_\_ City/State/Zip Code: 76102

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred method of contact in the event of questions:

Email

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

Hello,

I would like to request any documentation regarding closure letters, or any of the following documentation if there is not a closure letter or no further action summary for the following addresses. Above-ground storage tanks (AST), Underground storage tanks (UST), Leaking Petroleum Storage Tanks (LPST), Groundwater Gradient Maps, Lab Analytical pertaining to the following addresses:

City of Anaheim  
Euclid at Cerritos  
Anaheim, CA  
Control#04-1961  
Clean Up

If your office has any document concerning the subject site, I can be contacted at \_\_\_\_\_ or my email is \_\_\_\_\_  
Your prompt reply would be greatly appreciated.

The information entered to request for public records is continued on succeeding page(s)

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

Electronically Signed/Submitted 3/30/16 4:02 PM

SIGNATURE OF REQUESTER



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# Request for Public Records

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### DESCRIPTION OF REQUESTED RECORD(S)-Continuation

*Kind Regards,*

*Tressie Alvarez  
Production Support Coordinator*

*Web: [www.escreenlogic.com](http://www.escreenlogic.com)  
Orders/RFP: [orders@escreenlogic.com](mailto:orders@escreenlogic.com)  
Dallas • Fort Worth • Sacramento*