



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; 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 : Erika Chacon Date: 3/11/2016

Company Name: Henkels and McCoy

(Mailing) Address: _____ City/State/Zip Code: 91766

Phone number: (_____) _____ Email: _____ @ _____

Preferred method of contact in the event of questions: email or phone call is fine. Cell:

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

List of CD numbers attached.

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.

erika chacon
 SIGNATURE OF REQUESTER

Jennifer L. Hall

From: Linda Andal
Sent: Monday, March 21, 2016 3:32 PM
To: Jennifer L. Hall
Subject: FW: Project Location: City of Anaheim Project Name: Peralta 12kv Project No: 801487341
Attachments: PublicRecordsRequestForm_Peralta 12kv.pdf; 2016 Authorization Letter.pdf

From: Erika Chacon
Sent: Monday, March 21, 2016 3:29 PM
To: Linda Andal
Cc: Erika Castillo
Subject: Project Location: City of Anaheim Project Name: Peralta 12kv Project No: 801487341

Good Evening,

We are currently working on a project for **Southern California Edison (SCE)**; this is a city deeds request for our project located in **Anaheim**. Please note this is **not** an internal city project, and you can invoice us for the deeds you provide. For your reference, I have attached the public records request form, and the Southern California Edison (SCE) Authorization letter. Please let me know if you require anything further in order to process this request.

Thank you in advance for your assistance in this matter.

Respectfully,

Erika M. Chacon
Henkels & McCoy

Pomona, CA 91766



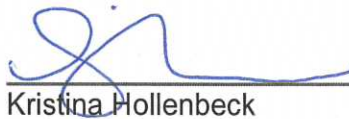
Asset Management Civil / Power / Telecomm Design Environmental Compliance Land Surveying

January 5, 2016

To Whom It May Concern:

Henkels & McCoy Inc. (H&M) is authorized to act on behalf of Southern California Edison in matters pertaining to the acquisition of existing and proposed underground substructure maps showing size and location of all facilities and/or utilities within the franchise area throughout Southern California Edison service territory. The information is required for the purpose of creating construction drawings for various overhead to underground conversion and system upgrade projects.

Sincerely,



Kristina Hollenbeck
Supervisor
New Development Project Design
Southern California Edison
(714) 973-5721