



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 : Elaine Nicosia Date: 15 June 2016

Company Name: JE Compliance Services

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

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)

All historical documents until present pertaining to the site including permit applications, permits, inspection reports, industrial waste reports, notice of intent, work plans, reports, and other related documentation maintained by City of Anaheim City Clerk, Building, Planning, and Public Works. Please contact JECSI regarding cost prior to making copies.

Property address: 1747 Lincoln Avenue, Unit L-3, Anaheim, California 92801.

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.



SIGNATURE OF REQUESTER



JE Compliance Services

Environment

Air & Water Quality
Auditing
Fire & Building Code
Permitting
Phase I/II Assessment
Project Management
Remedial Design
Risk Assessment
Waste Management

Health & Safety

Food Safety
Industrial Hygiene
Job Safety Analysis
Mold
Training

Web Solutions

EHS Management
Quality ISO 9001
Environment ISO 14001
Battery Management
Waste Tracking
VOC Tracking

Daren E. Jorgensen
President

Vice Presidents
Bruce A. Armbruster
Peter G. Stein
Caitlin O'Connor

VIA EMAIL: landal@anaheim.net

Custodian of Records
Office of the City Clerk
200 South Anaheim Boulevard
Anaheim, CA 92805

15 June 2016

Re: Review of Files, 1747 West Lincoln Avenue in Anaheim, CA.

This letter is a written request to review the files maintained by City of Anaheim, Office of the City Clerk for current and former occupants of the property located at 1747 West Lincoln Avenue, Unit L-3 in Anaheim, California.

A completed Office of the City Clerk records request form is enclosed. Please indicate whether files are maintained for the site by your office. You may contact me at _____ with any questions or comments.

Sincerely,

Elaine Nicosia



Jennifer L. Hall

From: Linda Andal
Sent: Wednesday, June 15, 2016 1:06 PM
To: Jennifer L. Hall
Subject: FW: POWD EHS-2522 Public Records Request, Anaheim
Attachments: POWD EHS-2522 Records Request, City of Anaheim City Clerk.docx; POWD EHS-2522 City of Anaheim City Clerk record request form.pdf

From: Elaine Nicosia [<mailto:>]
Sent: Wednesday, June 15, 2016 9:52 AM
To: Linda Andal
Cc: Peter Stein
Subject: POWD EHS-2522 Public Records Request, Anaheim

Attached is a public records request to review files for the property located at 1747 West Lincoln Avenue in Anaheim, California. Please indicate whether files are maintained by the department.

Please contact me with any questions or concerns.

Thanks and regards.
Elaine Nicosia

This email (including any attachments) is CONFIDENTIAL and may also be legally PRIVILEGED. If you have received this email in error, please delete it and all other copies. Please notify the sender immediately by return email. If you are not the intended recipient, you may not copy, transfer, use or disclose any part or in full. Unauthorized use or dissemination of this email in whole or in part, is strictly prohibited. Email is not guaranteed to be timely, secure or without errors. Email may contain viruses or malicious code.