



# 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: John Gauthier Date: 5/31/16 9:51 AM

Company Name: roofers local 220

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

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

Preferred method of contact in the event of questions:

*e mail or phone*

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

*cpr request for f c and sons roofing license #776310 6508 clara st bell gardens ca 90201. Project children's station 100 so.atchison st. anaheim ca 92805.this request is made pursuant to the california public records act and the california state labor code,section 1776 or the freedom of information act,5 u.s.c.,section 552.with this request,we agree to comply with title 8,california code of regulations section 16402 (\$10.00 initial handling fee,plus \$1.00 for the first page of the payrolls,plus \$0.25per page thereafter).once you notify our office of the reproduction costs we will forward a check for payment in full.please note that the primary contact for this project is anaheim purchasing not the city clerk according to the pwc 100 filled with the cmu.*

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 5/31/16 9:51 AM*

**SIGNATURE OF REQUESTER**