

BORTON PETRINI, LLP

WEB SITE: WWW.BORTONPETRINI.COM

F. E. BORTON (1877-1948)
JAMES PETRINI (1897-1978)
HARRY M. CONRON (1907-1971)
RICHARD E. HITCHCOCK (1925-2001)
JOHN F. PETRINI (1944-2008)

IN REPLY REFER
TO OUR FILE NO.
Los Angeles
059705/067719

May 19, 2016

Office of the City Clerk
200 S. Anaheim Blvd.
Anaheim CA 92805

RE: Public Records Act Request

Dear City Clerk's Office,

Pursuant to my rights under the California Public Records Act (Government Code Section 6250 et seq.), I ask to (inspect/obtain a copy of) the following, which I understand to be held by the City of Anaheim:

All documents used to recruit for the position of City Attorney utilized by the City after the position became vacant in January 2013, including, but not limited to, job flyers, job announcements, job pamphlets, and other forms of advertising and recruiting tools

I ask that these records be made available within 10 days of your receipt of this letter as required by law.

If you determine that some but not all of the information is exempt from disclosure and that you intend to withhold it, I ask that you redact it for the time being and make the rest available as requested. In any event, please provide a signed notification citing the legal authority on which you rely if you determine that any or all of the information is exempt and will not be disclosed.

If I can provide any clarification that will help expedite your attention to my request, please contact me at . I ask that you notify me of any duplication costs exceeding \$100.00 before you duplicate the records so that I may decide which records I want copied.

BORTON PETRINI, LLP

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Thank you for your time and attention to this matter.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Edward J. Morales', with a long, sweeping flourish extending to the right.

EDWARD J. MORALES

EJM:bsg
Enclosures (Signed Request for Public Records forms)



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 : Edward J. Morales Date: 5/19/16

Company Name: Borton Petrini, LLP

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

Phone number: _____ Email: _____


Preferred method of contact in the event of questions: Phone or Email

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

All documents used to recruit for the position of City Attorney utilized by the City after the position became vacant in January 2013, including, but not limited to, job flyers, job announcements, job pamphlets, and other forms of advertising and recruiting tools

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