



ANAHEIM OWNED. ANAHEIM FOCUSED.



CITY OF ANAHEIM PUBLIC UTILITIES RECORDS REQUEST

The City, in accordance with Government Code Section 6256, has ten (10) days to respond to any request for public documents, although every effort will be made to provide a response sooner.

Date:

Requestor's Name: _____

Company Name: _____

E-mail Address: _____

Contact Phone number: _____

Document(s) Requested:
(e.g. Electric Inventory
Map, W-Plan, etc.)

How will you use the documents you are requesting?
(Please be specific)

Is this part of a City contract?
If so, please provide Department and contact person.
 Yes
 No

Prefer Electronic or Paper copy?
 Electronic
 Paper

Requestor's Signature: _____

Request Received By: _____

Please e-mail or fax this form to the Records Department
URecords@anaheim.net or 714-765-4138



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Frequently Asked Questions for Records Requests

Why do I need to fill out this form?

The Public Utilities Department must follow strict Federal and City regulations regarding the release of Critical Infrastructure Information. We must keep track of what information is released and to whom.

Who needs to fill out this form?

Anyone requesting Anaheim Public Utilities information. This includes, but is not limited to:

- Residential and commercial customers
- Other agencies, contractors, consultants, and developers
- Non-Public-Utilities City employees

What information do we need?

- Your contact information (name, company, e-mail address, phone number)
- Street address / location of your property / project
- Type of documents requesting
- Why you are requesting the documents (type of project, relation to City, etc.)

What types of records and documents are subject to this form?

Documents include, but are not limited to:

- Electric Inventory Maps & Water District Maps
- Construction Drawings (ex. Riser Drawings, Service Plans, As-Builts, etc.)
- Development Plans (ex. Water plans, Meter Applications, Short Jobs, etc.)

What happens after I submit the form?

The form will be reviewed by the Records Division. If your request is determined to include Critical Infrastructure Information, you will be required to sign a Non-Disclosure Agreement. This agreement is specific to the individual signing it, as well as to the project. If multiple people will access the information, each person must sign an agreement. If you, or your company, are working on multiple projects with Critical Infrastructure Information, a Non-Disclosure Agreement is required for each project.

How long will it take for me to get my information?

The City, in accordance with Government Code Section 6256, has ten (10) days to respond to any request for public documents – but every effort will be made to provide a response as quickly as possible.

Who do I talk to if I have questions?

- If you need assistance determining the location of your project or what types of records you might need, please contact one of our engineering representatives on the 6th (Water) or 7th (Electric) Floor of Anaheim West Tower, 201 S. Anaheim Blvd., Anaheim, at 714.765.5196 (Water) or 714.765.5158 (Electric).
- For questions about this form and/or the records request process, please contact the Utilities Records Division, URecords@anaheim.net, 714.765.4189.