



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; tbass@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 : Shaun Wilkins Date: 7/13/18

Company Name: Petra Geosciences, Inc.

(Mailing) Address: _____ City/State/Zip Code: Costa Mesa, CA 92626

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)

Soils reports and grading plans for all time for the property located at 2300 East Winston Road.

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.

Shaun Wilkins
 Digitally signed by Shaun Wilkins
 Date: 2018.07.13 13:04:16 -07'00'

SIGNATURE OF REQUESTER

Jennifer L. Hall

From: Shaun Wilkins
Sent: Friday, July 13, 2018 1:07 PM
To: Jennifer L. Hall
Cc: Theresa Bass
Subject: Request for Records, 2300 E. Winston Road
Attachments: 18-131 Request for Public Records.pdf

Please see the request for records form attached. Soils reports and grading plans for the property located at 2300 E. Winston Road. Thank you.

Warmest regards,

Shaun H. Wilkins

Senior Project Geologist, PG, CEG

****We've moved! Please note the new address below****

Petra Geosciences, Inc.

Costa Mesa, CA 92626

Main:

Direct:

Cell:



 Please consider the environment before printing this page

DISCLAIMER: This email and any attached files contain confidential information belonging to Petra Geosciences, Inc. which is legally privileged. The information is intended only for the use of the person to whom this email is addressed. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or the taking of any action in reliance on the contents of this email is strictly prohibited. If you receive this message in error, please notify the sender immediately and delete all copies of this message. We recommend that you scan your incoming Emails. We cannot accept responsibility for any transmitted viruses.

