



**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](http://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](mailto: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 : \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

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

Preferred method of contact in the event of questions: \_\_\_\_\_

---

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

---

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.

*Patty Figueroa*

---

**SIGNATURE OF REQUESTER**

## Jennifer L. Hall

---

**Subject:** EP-6784 125 N State College Blvd  
**Attachments:** Public Records Request Form.pdf

**From:** Patty Trigueros  
**Sent:** Tuesday, July 17, 2018 1:54 PM  
**To:** Theresa Bass <[TBass@anaheim.net](mailto:TBass@anaheim.net)>  
**Subject:** EP-6784 125 N State College Blvd

Please find attached request.

Thanks,

Patty Trigueros



**Dallas, TX 75201**

*A World of Experience – A Down to Earth Approach*