



# 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](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: Mohammad Tajsar Date: 8/21/18 10:39 AM

Company Name: ACLU Foundation Southern California

(Mailing) Address: \_\_\_\_\_ City/State/Zip Code: Los Angeles, CA 90017

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)

*Pursuant to the California Public Records Act, California Government Code sections 6250 et seq., I write on behalf of the ACLU of Southern California to request records1 relating to the acquisition or use of TigerText or any other secure messaging application or platform2 by City of Anaheim employees, including Anaheim Police Department peace officers.*

*Specifically, please provide copies of all records mentioning or referencing the use of TigerText or any other secure messaging application or platform, or the trial, acquisition, installation, or use of any such services by City of Anaheim or the Anaheim Police Department employees, including but not limited to:*

- 1. Grant applications, budget requests, loans, donations, or other funding records concerning TigerText or any other secure messaging application or platform;*
- 2. Meeting agenda, public notices, and communications to and from any City employee concerning the use of TigerText or any other secure messaging application or platform;*
- 3. Records referencing the purchase, acquisition, subscription to, or payment for TigerText or any other secure messaging application platform or; and*
- 4. All product manuals, guidance, policies, or training materials governing the features of and uses of TigerText or any other secure messaging application or platform.*

*The information entered to request for public records is continued on succeeding page(s)*

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 8/21/18 10:39 AM*

**SIGNATURE OF REQUESTER**



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### DESCRIPTION OF REQUESTED RECORD(S)-Continuation

*If you determine that some but not all the information is exempt from disclosure and that you intend to withhold it, we ask that you redact it for the time being and make the remaining responsive records available as requested. In any event, please provide a signed notification citing the legal authorities on which you rely if you determine that any or all of the information is exempt and will not be disclosed. If we can provide any clarification that will help expedite your attention to our request, please contact Mohammad Tajsar at [redacted]. Because this request is on a matter of public concern, and the ACLU of Southern California is a nonprofit public interest organization, we request a fee waiver. See North Cty. Parents Ass'n v. Dep't of Ed., 23 Cal. App. 4th 144 (1994). We also request that documents be provided in electronic format if possible. Doing so would eliminate the need to copy the materials and provides another basis for our requested fee waiver. If, however, such a waiver is denied, we will reimburse you for the reasonable cost of copying. Please inform us in advance if the cost will be greater than \$50.*

*According to the California Public Records Act (California Government Code § 6253(c)), a response is required within 10 days. Thank you for your prompt attention to this matter. Please furnish all applicable records to us at [redacted] if in electronic format or, if in physical form, at [redacted] Los Angeles, CA 90017.*