



**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; [landal@anaheim.net](mailto: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 : Karen Romero Estrada Date: 8/23/2018

Company Name: Orange County Communities Organized for Responsible Development

(Mailing) Address: \_\_\_\_\_ City/State/Zip Code: 92804

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

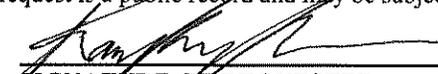
Preferred method of contact in the event of questions: Email first, then phone

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

Please see attached document.

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

## **RE: Public Records Act Request- City Owned Real Property**

Dear Clerk of the Council:

Pursuant to the California Public Records Act, Government Code Sections 6250, et seq., I request that you make available, within ten (10) days, for review and copy the public records in the possession, custody, or control of the City of Anaheim as described below. It is my desire to secure these records with as little burden as possible on you and other City staff; accordingly, please do hesitate to contact me if there are alternative ways of securing the requested information in a more streamlined fashion.

### **Defintions Used in this Request:**

Regarding the following request, these definitions are provided in an effort to specify as clearly as possible the nature of each request:

“The City” refers to the City of Anaheim and includes all of its officers, agents, and departments, including without limitation, the Anaheim City Council and Mayor, as well as all Anaheim City agencies, commissions, and committees.

“Inventory” means any inventory or list of lands held, owned, or controlled by the City, including but not limited to, any inventory prepared pursuant to Government Code Section 50569.

“Remnant Parcels List” refers to the Saleable City Owned Land owned by the City.

“Records” means and includes all “writings” as defined in Section 250 of the California Evidence Code, namely “handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording any tangible thing, any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.”

### **Request:**

Pursuant to the Public Records Act, please provide us with all of the following Records:

1. All Records that refer or relate to the City’s current Remnant Parcels List as of August 23, 2018.
2. All Inventories that include or refer to the properties on the City’s Remnant Parcels List, and all Records that refer to any Inventory or its preparation, including staff reports, Planning Commission agendas and minutes, City Council agendas and minutes, resolutions, and ordinances, from January 1, 2015, to the present.
3. All Records, including but not limited to, deeds, purchase and sale agreements, or any other conveyance document related to the properties on the City’s Remnant Parcels List, from January 1, 2015, to the present.
4. All Records, including, but not limited to, deeds, purchase and sale agreements, or any other conveyance documents, conveying the properties on the City’s Remnant Parcels List to the City from January 1, 2015, to the present.

5. All Records that constitute, reflect, or refer to any written offer by the City to sell, lease, or otherwise transfer the properties on the City's Remnant Parcels List to any person or entity, public or private, or nonprofit.
6. All Records that constitute, reflect, or refer to any Requests for Proposals relating to the City's Remnant Parcels List that the City sent to any person or entity, public, private, or nonprofit.
7. All communications the City sent to, or received from, any person or entity, public, private or nonprofit, that refers or is related to, or mentions the City's Remnant Parcels List.

We have attempted to be as specific as we can to designate the public records as requested without the need to access the records themselves. If you find any of these requests insufficiently focused, we request that you provide the assistance required by Government Code Section 6253.1, including "assisting the member of the public to identify records and information that are responsive to the request or the purpose of the request."

If you believe any portion of the information we have requested is exempt from disclosure by express provision of the law, Government Code Section 6253(a) additionally requires that you segregate or delete the exempted material and release the remainder of the information. Please make the information requested available for our review before charging us for copies. Where the information is contained in electronic databases, we request that such information be provided in electronic form, pursuant to Government Code Section 6253.9.

Thank you in advance for your timely attention to this request. Please do not hesitate to contact us.

Sincerely,

Karen Romero Estrada

**Jennifer L. Hall**

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**Subject:** Request for Public Records  
**Attachments:** PRA\_Anaheim.pdf; PRA\_Anaheim\_8.23.18.docx

**From:** Karen Romero Estrada  
**Sent:** Thursday, August 23, 2018 3:00 PM  
**To:** Linda Andal <[landal@anaheim.net](mailto:landal@anaheim.net)>  
**Subject:** Re: Request for Public Records

Dear Clerk of the Council,

I hope this email finds you well. You will find a requests for public records and its description attached. Thank you for your assistance in this matter.

Respectfully,  
Karen

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Karen Romero Estrada  
Research and Policy Analyst

Garden Grove, CA 92843



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