



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; 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 : Steven Charles Lankenau Date: 8/29/2018

Company Name: _____

(Mailing) Address: _____ City/State/Zip Code: Temecula CA 92591

Phone number: _____ Email: _____

Preferred method of contact in the event of questions: Phone or email

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

I previously worked for the City of Anaheim as a building inspector and code enforcement officer. I left the city to work for the city of Temecula in November of 2002.
 I worked for the City of Anaheim as a benefited employee for 2.8 years, per Calpers records, and I am requesting the records of my 18 months of employment that I worked for the City of Anaheim, prior to the aforementioned 2.8 years, as a project building inspector.

Calpers requested this information from the City of Anaheim 8 months ago, and I contacted Kathy Moreno, Payroll Manager for the City of Anaheim, a couple of weeks ago and forwarded all the information that Calpers is requiring regarding this issue to her, but I am being told that it could take a month or two for Anaheim to forward this information to Calpers, who will need this information for 3 to 4 months prior to my retirement(?), and I was hoping to retire at the end of this year.

I understand the constraints of time and staffing, trying to expedite.

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.

Steve Lankenau Digitally signed by Steve Lankenau
 Date: 2018.08.29 11:35:31 -07'00'

SIGNATURE OF REQUESTER

Jennifer L. Hall

Subject: FW: Public-Records-Request-Form.pdf
Attachments: Public-Records-Request-Form.pdf

From: Steve Lankenau <steve.lankenau@temeculaca.gov>
Sent: Wednesday, August 29, 2018 11:57 AM
To: Linda Andal <landal@anaheim.net>
Subject: Public-Records-Request-Form.pdf

Please find my Records Request attached.

Steve Lankenau
Building Official
City of Temecula
steve.lankenau@temeculaca.gov