



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 : Ryan Ueda Date: 10/2/18

Company Name: Public Law Center

(Mailing) Address: _____ City/State/Zip Code: Santa Ana, CA 92701

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)

From January 1, 2015 to October 1, 2018:


Any reports or documents related to inspections of the buildings comprising Cinnamon Hollows Condominiums that resulted in a finding of violations of, including but not limited to, the Health and Safety code. Cinnamon Hollows Condominiums is composed of the buildings and common areas at 961-1196 S. Citron St., Anaheim, CA 92805.

If I can provide any clarification that will help expedite your attention to this request, please contact me. If there will be duplication costs, please notify me of the anticipated amount before duplicating the records so that I may decide which records I want copied. Thank you.

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

Jennifer L. Hall

Subject: public records act request
Attachments: 2018.10.02 PRA request.pdf

From: Ryan Ueda
Sent: Tuesday, October 02, 2018 4:29 PM
To: Linda Andal <landal@anaheim.net>
Subject: public records act request

Hello,

Attached, please find a request for records under the Public Records Act Request. If I can provide any clarification that will help expedite your attention to this request, please contact me.

Thank you for your attention to this request.

Best regards,

Ryan

Ryan Ueda, Esq.
Equal Justice Works AmeriCorps Legal Fellow
Veteran Legal Corps
Public Law Center

| Santa Ana, CA 92701-4002

Confidentiality Notice: This message is intended solely for the person(s) to whom it is addressed and it may contain legally privileged and/or confidential information. This message may contain material that is protected by the attorney-client privilege and/or attorney work-product doctrine. If you are not the intended recipient(s), or the employee or agent responsible for delivery of this message to the intended recipient(s), you are hereby notified that any dissemination, distribution or copying of this message is strictly prohibited by law. If you have received this message in error, please immediately notify the sender at and delete this message and destroy all copies thereof.