




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.

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Jennifer L. Hall

Subject: PRA / Project: Avon Dakota Neighborhood Revitalization Phase II
Attachments: City of Anaheim.PRA.12.17.18.pdf

From: Aileen DuPont
Sent: Tuesday, January 22, 2019 11:35 AM
To: Linda Andal <landal@anaheim.net>
Subject: FW: PRA / Project: Avon Dakota Neighborhood Revitalization Phase II

Good Morning City Clerk:

Please provide a status on when we can expect to receive the requested records and/or an invoice for copying charges.

Thank you for your attention to this matter.



Aileen P. DuPont, Legal Assistant | Wohlner Kaplon Cutler Halford & Rosenfeld |
Encino, CA 91436 | www.wkclegal.com

formerly

*Please see my new email address and kindly update your records. Thank you.

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From: Aileen DuPont
Sent: Monday, December 17, 2018 10:12 AM
To: 'landal@anaheim.net' <landal@anaheim.net>
Subject: PRA / Project: Avon Dakota Neighborhood Revitalization Phase II

Good Morning City Clerk:

Attached please find our public records request, regarding the above project.

Thank you for your assistance.



Aileen P. DuPont, Legal Assistant | Wohlner Kaplon Cutler Halford & Rosenfeld |
Encino, CA 91436 | www.wkclegal.com

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