



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; 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 : Mike Erving Date: 2/28/2019

Company Name: GEM Group Inc

(Mailing) Address: _____ City/State/Zip Code: San Bernardino, CA 92407

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)

Requesting records for 1285 North Jefferson Street, 4110 East La Palma Avenue, and 3818 East Coronado Street, Anaheim CA 92807. We would like all records from the Building and Public Works Departments such as permits, inspections, or violations for a phase one environmental site assessment.

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.

Mike Erving

Digitally signed by Mike Erving
 DN cn Mike Erving, o, ou, email
 c, US
 Date 2019.02.28 12:38:43 -0800

SIGNATURE OF REQUESTER

Jennifer L. Hall

Subject: Records request for 1285 North Jefferson Street, 4110 East La Palma Avenue, and 3818 East Coronado Street, Anaheim CA 92807
Attachments: filled out Request for Public Records Feb 1 2019_201902011833219037.pdf

From: GEM Group

Sent: Thursday, February 28, 2019 12:44 PM

To: Theresa Bass <TBass@anaheim.net>

Subject: Records request for 1285 North Jefferson Street, 4110 East La Palma Avenue, and 3818 East Coronado Street, Anaheim CA 92807

Good afternoon,

Please refer to the attached document for a records request for 1285 North Jefferson Street, 4110 East La Palma Avenue, and 3818 East Coronado Street, Anaheim CA 92807. We would like all records such as permits, inspections, or violations for a phase one environmental site assessment.

Thank you,

*Mike Erving
GEM Group, Inc
Junior Geologist*