



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: Jessica Oots Date: 3/8/19 11:21 AM

Company Name: SJO Investments LLC

(Mailing) Address: _____ City/State/Zip Code: 92881

Phone number: _____ Email: _____

Preferred method of contact in the event of questions:

call or email

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

Dear City Clerk,

Pursuant to the California Public Records Act, I am requesting information from the Anaheim City Clerk

I am requesting an electronic copy (Excel preferred) of the list of all data for every property in Anaheim that meets the criteria below.

I further request the records be sent to me via email to _____ or, in the absence of an electronic copy, providing the information on USB Drive or CD-ROM is also acceptable.

I further request that this list include the following:

1. All Open Code Violations with Building & Safety, Fire and Public Nuisance
2. Parcel ID Number (Standard parcel ID if available as the identifier)
3. Property Address (Street Number, City, State, Zip) of each parcel

The information entered to request for public records is continued on succeeding page(s)

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

Electronically Signed/Submitted 3/8/19 11:21 AM

SIGNATURE OF REQUESTER



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DESCRIPTION OF REQUESTED RECORD(S)-Continuation

4. Property Owner Name (Full)
5. Property Owner Mailing address (May be same or different from property address)

In the event one or more item/s above is/are not readily available, please provide the data which is readily available to the extent possible. If additional items are readily available please provide them as well.

If there are any fees for searching, copying or mailing the records, please let me know BEFORE you work on my request.

If you deny all or any part of this request, please cite each specific exemption you think justifies your refusal to release the information and notify me of appeal procedures available under the law.

Please contact me for further questions or clarification.

*Sincerely,
Jessica Oots*