

Jennifer L. Hall

From: Cunningham, Sylvia@DIR <scunningham@anaheim.gov>
Sent: Tuesday, March 19, 2019 11:21 AM
To: Jennifer L. Hall
Cc: Redden, Roberta@DIR; Raviprakash, Hima@DIR
Subject: RE: Public Records Act Request re: D. Woolley and Associates
Attachments: City of Anaheim Public-Records-Request-Form, signed.pdf

Hello Jennifer,

Thank you for contacting me about this. I have attached the pdf again, but just in case there is an issue with it, here is what I am requesting:

Pursuant to the California Public Records Act (CPRA), Government Code section 6250, I request:

1. All papers, including bids, proposals and any records in electronic format related to D. Woolley & Associates from June 6, 2016 to March 18, 2019.
2. All papers, including bids, proposals and any records in electronic format related to David Woolley from June 6, 2016 to March 18, 2019.
3. All writings, letters, e-mail communications, documents, and other memoranda related to D. Woolley & Associates from June 6, 2016 to March 18, 2019.
4. All writings, letters, e-mail communications, documents, and other memoranda related to David Woolley from June 6, 2016 to March 18, 2019.

Thank you for your time and attention to this matter.

Sylvia Cunningham

From: Jennifer L. Hall <JHall2@anaheim.net>
Sent: Tuesday, March 19, 2019 11:17 AM
To: Cunningham, Sylvia@DIR
Cc: Theresa Bass <TBass@anaheim.net>
Subject: FW: Public Records Act Request re: D. Woolley and Associates

Ms. Cunningham,

Thank you for contacting the City of Anaheim with your request for records. Unfortunately, the attached PDF does not include any information about the records you are seeking. If you could please re-send the request form and/or include what you are seeking by return email, that would be appreciated.

Please let me know if you have any questions.

Thank you,

Jennifer L. Hall, CMC
Records and Information Manager
Office of the City Clerk
City of Anaheim
714-765-5166



To learn more about Anaheim's kindness initiatives, visit anaheim.net/kindness

Begin forwarded message:

From: "Cunningham, Sylvia@DIR" <_____
Date: March 18, 2019 at 12:26:29 PM PDT
To: "tbass@anaheim.net" <tbass@anaheim.net>
Cc: "Redden, Roberta@DIR" _____, "Raviprakash, Hima@DIR"

Subject: Public Records Act Request re: D. Woolley and Associates

Dear Custodian of Records,

Attached, please find my Request for Public Records. Please let me know if you need anything else from me.

Thank you.

Best,

Sylvia E. Cunningham, Special Investigator
Dept. of Industrial Relations – Division of Administration, Performance Management Unit

CONFIDENTIALITY NOTICE: This communication with its contents may contain confidential and/or legally privileged information. It is solely for the use of the intended recipient(s). Unauthorized interception, review, use or disclosure is prohibited and may violate applicable laws including the Electronic Communications Privacy Act. If you are not the intended recipient, please contact the sender and destroy all copies of the communication.

THIS MESSAGE IS INTENDED ONLY FOR THE USE OF THE INDIVIDUAL OR ENTITY TO WHICH IT IS ADDRESSED AND MAY CONTAIN INFORMATION THAT IS PRIVILEGED, CONFIDENTIAL, AND EXEMPT FROM DISCLOSURE UNDER APPLICABLE LAWS. If the reader of this message is not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution, forwarding, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify the sender immediately by e-mail or telephone, and delete the original message immediately. Thank you.



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 : Sylvia Cunningham Date: 3/18/2019

Company Name: Department of Industrial Relations, Division of Administration

(Mailing) Address: _____ City/State/Zip Code: Oakland CA 94612

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)

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.

Sylvia Cunningham

 SIGNATURE OF REQUESTER