



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 : Margaret Thomas Date: July 11, 2019

Company Name: Partner Engineering and Science Inc.

(Mailing) Address: _____ City/State/Zip Code: Torrance, CA 90501

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)

Need copies of original building plans for site: 3370 East La Palma Avenue. Building was constructed in 1961. APN: 345-121-02.

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.

Margaret Thomas

SIGNATURE OF REQUESTER

Jennifer L. Hall

Subject: Public Records Request for Building Plans
Attachments: Request for Public Records City of Anaheim for Building Plans.pdf

From: Thomas, Margaret
Sent: Thursday, July 11, 2019 9:04 AM
To: Theresa Bass <TBass@anaheim.net>
Subject: Public Records Request for Building Plans

Hello,

Attached is a request for building plans for one site located at **3370 East La Palma Avenue** currently occupied by Fry's Electronics. The building was built in 1961. Please let me know as soon as possible whether you have the original plans or not dating back to 1961. This building was formerly a manufacturing site, and I'm looking for the original layout of the building.

Respectfully,

Margaret R. Thomas
Senior Assessor

PARTNER ENGINEERING AND SCIENCE, INC. – CORPORATE OFFICE
Torrance, CA 90501

Phase I ESAs/SBA | Phase II Subsurface Investigations | Remediation | Asbestos, Lead, & Radon Surveys | Property Condition Assessments | Seismic Evaluations | Geotechnical | ALTA Surveys | Structural Design

 please consider the environment before printing this e-mail