



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(e)]. 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: Megan Abutin Date: 7/29/2019

Company Name: Langan Engineering and Environmental Services

(Mailing) Address: _____ City/State/Zip Code: Irvine, CA 92614

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)

Langan is conducting a Phase I ESA of the property located at 1071/1081 Tustin Avenue in Anaheim, California. In support of our Phase I ESA, Langan is requesting any information or copies of files regarding environmental conditions at the site, such as environmental permits, notices of violations, spill/discharge incidents, storage or disposal of hazardous substances, Underground Storage Tanks (USTs) or Aboveground Storage Tanks (ASTs), leaking tanks, and any other environmental reports that your department may have.

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.

Megan Abutin
SIGNATURE OF REQUESTER

Jennifer L. Hall

Subject: Public Records Request
Attachments: City of Anaheim PRR.pdf

From: Megan Abutin
Sent: Monday, July 29, 2019 9:32 AM
To: Theresa Bass <TBass@anaheim.net>
Subject: Public Records Request

Hello,

Please see the attached public records request form for the property located at 1071 and 1081 Tustin Avenue, Anaheim, CA 92807.

Regards,

Megan Abutin
Staff Engineer

[File Sharing Link](#)

LANGAN

Irvine, CA 92614-4721
www.langan.com

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