



**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](http://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](mailto: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 : Dana Leigh Cisneros, Esq. Date: August 10, 2019

Company Name: The Cisneros Firm

(Mailing) Address: \_\_\_\_\_ City/State/Zip Code: Anaheim Hills, CA 92807

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)

cannabis arrest records and corresponding demographic information, including race for the past 25 years.

I am seeking the data that shows the racial make up of the cannabis related arrests made in the City of Anaheim. Individuals do not need to be identified; I am not seeking private information.

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.

\_\_\_\_\_  
**SIGNATURE OF REQUESTER**

## Jennifer L. Hall

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**Subject:** Public Records Act Request  
**Attachments:** Public Records Act Request - Cannabis Arrests in Anaheim.pdf

**From:** Dana Cisneros  
**Sent:** Saturday, August 10, 2019 12:38 PM  
**To:** Theresa Bass <[TBass@anaheim.net](mailto:TBass@anaheim.net)>  
**Subject:** Public Records Act Request

Dear Ms. Bass,

Attached please find a public records act request for the City's cannabis arrest records reflecting the race of those individuals arrested. I made a prior request about 6 or 8 months ago, but when I moved offices, I misplaced the invoice. I wanted to alert you so you do not need to duplicate efforts.

Please let me know the cost as soon as possible.

Thank you in advance!

*Sincerely,*

Dana Leigh Cisneros, Esq.  
The Cisneros Firm

### WARNING/CONFIDENTIALITY NOTICE:

This e-mail and any attachments are intended solely for the use of the individual or entity to whom it is addressed. It may contain information that is privileged, confidential and exempt, or protected from disclosure under applicable law. If the reader of this message is not the intended recipient or the employee or agent responsible for delivering it to the intended recipient, you are hereby notified that any review, use, disclosure, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify the sender immediately and destroy all copies and attachments.

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