



# 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](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: Jennie Smith Date: 9/4/19 8:00 AM

Company Name: Acme Research

(Mailing) Address: \_\_\_\_\_ City/State/Zip Code: 76682

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)

*Copies of documents, such as – but not limited to – Construction Notice to Proceed, project directories, contractor reporting forms, work orders, and the like that specify subcontractors and other salient points (noted below) for all phases of the most recent construction or renovation project at Honda Center. We do not need every document that mentions subcontractors, just one for each subcontractor or set of subcontractors.*

*Specifically we seek:*

- Project name
- Project number
- Projected completion date
- Prime/General Contractor name(s)
- Construction Manager (at Risk) name
- Architect/Engineer names
- Subcontractor names

*Excel spreadsheets containing similar information are welcome.*

*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 9/4/19 8:00 AM*

**SIGNATURE OF REQUESTER**



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### **DESCRIPTION OF REQUESTED RECORD(S)-Continuation**

*The information is used for research aimed at identifying patterns of spending by public entities. No part of the data will be used as a mailing list and supplying the information cannot be construed as an endorsement of either your payees or our work.*

*We are willing to reimburse your office for any reasonable expense incurred in providing the requested information if an estimate of costs is provided for our approval before the work is performed. We prefer to receive the data via e-mail attached as a PDF or Excel document.*

*If my request is too broad or does not reasonably describe the records being requested, please contact me via e-mail or by phone, so that I might clarify my request, and when appropriate, inform me of the manner in which the records are filed, retrieved, or generated. If the City of Anaheim is not the custodian of the records sought, please direct us to the entity responsible for the above listed records.*

*Thank you for your assistance!*