



**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

RECEIVED

- 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 : VIOLETA REIL Date: 9/4/19

Company Name: \_\_\_\_\_

(Mailing) Address \_\_\_\_\_ City/State/Zip Code: ANAHEIM CA 92804

Phone number \_\_\_\_\_ Email: \_\_\_\_\_

Preferred method of contact in the event of questions: phone

### DESCRIPTION OF REQUESTED RECORD(S): (Describe the specific public record(s) e.g., date, type, time period covering documents requested etc)

- 1640 W BALL ROAD APT 101 ANAHEIM C.A 92802. RECORDS THAT WE LIVED AT THIS ADDRESS IN 1996 TO 1999
- 1220 S. PALM WAY APT 30 ANAHEIM C.A 92802. Utility Bills

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