



**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 : Aileen DuPont Date: 9/6/19

Company Name: Wohlner Kaplon Cutler Halford & Rosenfeld

(Mailing) Address: \_\_\_\_\_ City/State/Zip Code: Encino, CA 91436

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)

Project: E Nohl Road & Nohl Ranch Road ADA Access Ramps (201915575): Requesting Bid Information:  
 A) Contract number and date of award;  
 B) Bid advertising date;  
 C) Bid opening date;  
 D) Location of project;  
 E) Project start date;  
 F) Project completion date;  
 G) Names and addresses of each general contractor, and subcontractor and nature of their work per the Subletting and Subcontracting Fair Practices Act at California Public Contract Code Sections 4100-4107.

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.

A. DuPont  
 SIGNATURE OF REQUESTER

## Jennifer L. Hall

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**Subject:** PRA / Project: E. Nohl Road & Nohl Ranch Road ADA Access Ramps  
**Attachments:** PRA.City of Anaheim.9.6.19.pdf

**From:** Aileen DuPont  
**Sent:** Friday, September 6, 2019 1:43 PM  
**To:** Theresa Bass <[TBass@anaheim.net](mailto:TBass@anaheim.net)>  
**Subject:** PRA / Project: E. Nohl Road & Nohl Ranch Road ADA Access Ramps

Dear Ms. Bass:

Attached please find our public records request, regarding the above matter.

Thank you for your assistance.



**Aileen P. DuPont, Legal Assistant** | Wohlner Kaplon Cutler Halford & Rosenfeld

*CONFIDENTIALITY NOTICE: This message may contain confidential or privileged information. If you have received this message in error, please advise the sender immediately by reply email and delete this message. IRS CIRCULAR 230 DISCLOSURE: Any U.S. federal tax advice in this communication (including any attachments) is not intended or written to be used, and cannot be used, for the purpose of (i) avoiding penalties under the Internal Revenue Code or applicable state or local tax law or (ii) promoting, marketing, or recommending to another party any transaction or matter addressed herein.*