



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(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 : MARITSA GARCIA Date: 09/17/2019

Company Name: DEL RICHARDSON & ASSOCIATES

(Mailing) Address: _____ City/State/Zip Code: INGLEWOOD CA 90301

Phone number: _____ Email: _____

Preferred method of contact in the event of questions: VIA TELEPHONE AND/OR EMAIL

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

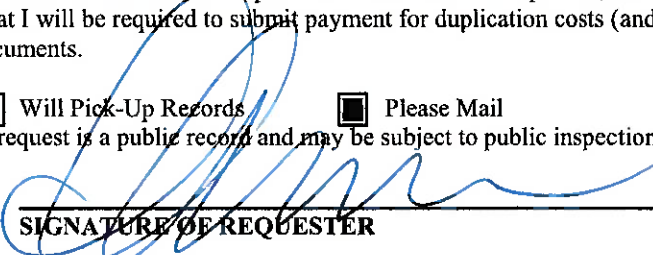
I am requesting to obtain copies of public records of all Request for Qualifications (RFQ's) related to the City's On-Call Services for Acquisitions Services. Please note this information is not being sought for commercial purposes, but instead for professional growth. I am affiliated with a private corporation and am seeking information for use in the company's business.

Thank you in advance for your assistance.

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

Subject: Request for public records
Attachments: CITY OF ANAHEIM - RECORDS REQUEST 091719.pdf

From: Sonya Jewett
Sent: Tuesday, September 17, 2019 3:48 PM
To: Theresa Bass <TBass@anaheim.net>
Subject: Request for public records

Please see attached.

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Sonya Jewett
Personal Assistant to CEO
DRA Inc.

This E-mail (including attachments) is covered by the Electronic Communications Privacy Act, 18 U.S.C. §§ 2510-2521, is confidential and may be legally privileged and its disclosure is strictly prohibited. Please reply to the sender that you have received the message in error, then delete it. Thank you.