

Jennifer L. Hall

From: Linda Andal
Sent: Thursday, July 09, 2015 2:36 PM
To: Jennifer L. Hall
Subject: FW: Public Records request
Attachments: City of Anaheim Records request.pdf

From: Manasi Chavan--Vertex
Sent: Thursday, July 09, 2015 2:10 PM
To: Linda Andal
Subject: Public Records request

Hi,

This request is for a Phase I Environmental Site Assessment that we (VERTEX) are conducting at a site in Anaheim, CA. Please find attached the public records request form for the site.

Your prompt attention to our request will be sincerely appreciated.

Thank you,

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**Manasi Chavan, EIT**  
Assistant Project Manager



The Vertex Companies, Inc.

[Website](#) | [LinkedIn](#) | [Map](#)

If you are not an intended recipient of confidential and privileged information in this email, please delete it, notify us immediately at [info@vertexeng.com](mailto:info@vertexeng.com), and do not use or disseminate such information.



**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; [landal@anaheim.net](mailto:landal@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: MANASE CHAVAN Date: 7/9/2015

Company Name: Vertex

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

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)

Records of UST, AST, releases/leaks, hazardous materials storage, septic system, wells at 1929-2035 S. State College Blvd. & 1500-1920 E. Gene Autry Way, Anaheim, CA

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