



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; 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: Michael Austin Date: 8/3/15 11:36 AM
Company Name: Granite Financial
(Mailing) Address: City/State/Zip Code:
Phone number: Email:
Preferred method of contact in the event of questions:
e-mail

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

Freedom of Information Records Request

Dear Records Custodian,

Pursuant to the California Public Records Act § 6250 et seq., I am requesting the following:

- 1. A list of all uncashed checks, warrants or electronic payments issued by the City, through today's date, that are currently uncashed. The payee name, check or warrant number, date of issuance and the dollar amount of each uncashed check/ warrant/ electronic payment, issuing agency or department name or code that issued the check/warrant/ electronic payment is requested for all records. Payee addresses are requested; but not required.
2. Please advise if there is a fee for the records requested. E-mail response is preferred.
3. If I have directed this FOIL request to the wrong entity, please return the correct contact information to me.

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 [X] Please Mail

Electronically Signed/Submitted 8/3/15 11:36 AM

SIGNATURE OF REQUESTER



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## Request for Public Records

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

*If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the act so I may update my records.*

*Thank you for your kindly assistance.*

*Sincerely,*

*Michael Austin*