

Jennifer L. Hall

From: Linda Andal
Sent: Thursday, August 27, 2015 8:34 AM
To: Jennifer L. Hall
Subject: Fwd: Open Records Request

Sent from my Verizon Wireless 4G LTE smartphone

----- Original message -----

From: Edward Stanek
Date: 8/27/2015 8:33 AM (GMT-08:00)
To: Edward Stanek
Subject: Open Records Request

Stanek Associates, Inc.

National **Asset** Recovery Services

www.stanekassociates.com

Established 1993

OPEN RECORDS REQUEST

To Whom It May Concern,

Please accept this letter in lieu of any Public Records Request form your agency may use due to the nature of our request. Under the California Public Records Act, I hereby request a copy of the below listed items. Please note that if you are not the custodian of the requested records, please forward this to the correct department or persons in charge of the documents we are requesting.

1.) An accounting of all uncashed checks/warrants that have been issued by your government agency and remain outstanding for six (6) months or more as of the date of this letter. Please only include items that can still be claimed by the payee and **have not been** escheated to the state.

- Please include the payee name, date, amount, and any additional information if available.
- If it is less time consuming and more cost effective, please only provide amounts which equal \$1000.00 or more.
- If possible, please include the last known address of the payee.

2.) An accounting of tax overpayments which have been refundable for six (6) months or more as of the date of this letter. Please only include items that can still be claimed by the payee and **have not been** escheated to the state.

- Please include the payee name, date, amount, and any additional information if available.

- If it is less time consuming and more cost effective, please only provide amounts which equal \$1000.00 or more.
- If possible, please include the last known address of the payee.

3.) **An accounting of any unclaimed funds including, but not limited to, cash deposits, performance bonds, and escrow accounts** which **have not been** escheated to the state. If you are not the records custodian of the requested records, please forward the request to the correct department or persons in charge of the documents we are requesting.

- Please include the payee name, date, amount, and any additional information if available.
- If it is less time consuming and more cost effective, please only provide amounts which equal \$1000.00 or more.
- If possible, please include the last known address of the payee.

Please include the department, contact name, e-mail address and phone number for each custodian of the records provided. Stanek Associates, Inc. is prepared to pay for all necessary expenses up to \$50.00. Please notify our office if the labor and materials exceed this amount. The preferred format of these records is Excel and the preferred receipt is via e-mail to stanek@stanek.com. Your attention to this matter is greatly appreciated!

Sincerely



Edward Stanek