

Jennifer L. Hall

From: Linda Andal
Sent: Tuesday, September 01, 2015 10:05 AM
To: Jennifer L. Hall
Subject: FW: Public record request
Attachments: 8.31.2015 City of Anaheim Public Records Inquiry.pdf

From:
Sent: Monday, August 31, 2015 3:20 PM
To: Linda Andal
Subject: Public record request

Good Day City of Anaheim Public Records Officer

Can you verify receipt of the attached ?

Thank You.

Peter

[Peter Lawless](#)



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 : Peter Lawless Date: 8/31/2015

Company Name: _____

(Mailing) Address: _____ City/State/Zip Code: _____

Phone number: _____ Email: _____

Preferred method of contact in the event of questions: phone

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

Information reflecting checks, warrants, refunds or credits issued and/or held by the City of Anaheim that have not been cashed, redeemed or replaced. I understand one version of this information may be a report called the "stale-dated warrants." Specifically, I am seeking information that contains the check number, issue date, dollar amount and payee name for items dated January 2012 to the most current.

Thank You.

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