



ANAHEIM FIRE DEPARTMENT
 FIRE PREVENTION
 201 S. Anaheim Blvd., Suite 300
 Anaheim, CA 92805
 (714) 765-4040/FAX (714) 765-4608

RECORD SEARCH-REQUEST FOR INFORMATION

Company Name: _____ Date: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax No: _____ Email: _____

Address(es)

Hazardous Materials Section / Certified Unified Program Agency (CUPA)

- | | | |
|--|---|---|
| <input type="checkbox"/> Chemical Inventory | <input type="checkbox"/> CUPA Consolidated Permit | <input type="checkbox"/> On-site Treatment (TP) Information |
| <input type="checkbox"/> Inspection Reports | <input type="checkbox"/> Investigation Reports/Complaints | <input type="checkbox"/> Business Emergency Plan |
| <input type="checkbox"/> Risk Management Plan | <input type="checkbox"/> Correspondence/Referrals | <input type="checkbox"/> List of all USTs in Anaheim |
| <input type="checkbox"/> Hazardous Waste (HW) Generator Information | | <input type="checkbox"/> List of all ASTs in Anaheim |
| <input type="checkbox"/> Underground Storage Tank (UST) CUPA Information | | |

Life Safety Section

(Fire Inspection & Plan Check Information)

- | | | |
|---|---|---|
| <input type="checkbox"/> Inspection/General Information | <input type="checkbox"/> Complaints | <input type="checkbox"/> Correspondence |
| <input type="checkbox"/> Violations | <input type="checkbox"/> Fire Code Permits Issued | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Plan Check Submittals/Plans | | |

Written notification will be faxed upon completion of your request.

Please note that HMS site maps are not provided and that chemical locations,

financial information and personal phone numbers will be redacted/removed from all records.

If items listed above are necessary for review, a certified release of information letter from the business must be presented with your request.

*Most HMS records are maintained in Laserfiche and have a five year retention length after they become obsolete.

Please refer to the HMS Record Retention Schedule (available at www.anaheim.net/hms) for complete retention length information.

For UST records (prior to 1991) and HW and TP records (prior to 2001), contact Orange County Health Care Agency, Environmental Health at 714-433-6022.

For UST Clean-up Information contact the City of Anaheim Public Utilities Department at 714-765-4238.

To review City of Anaheim Fire Department records in person, call 714-765-4040 to make an appointment.

FEES:	Photocopies \$0.10 per page	Microfiche \$0.20 per page	Laserfiche* \$1.00 per page
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I agree to pay the postage for mailing (if applicable), as well as the fees copies of records.

 (Signature)

Accepted method of payment: Cash and check. Credit cards accepted in person only.

For office use only: HMS Record Searches are retained for the current fiscal year, plus two prior fiscal years. Destruction date for HMS documents contained in this request is 6/30/_____.

Date: _____ Amount Due: \$ _____ Amount Received: \$ _____

Method: Check # _____ Credit card # _____ (last four digits only) Cash _____