



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; tbass@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: Laura Hedman Date: 7/2/18 3:10 PM

Company Name: Terracon Consultants, Inc

(Mailing) Address: _____ City/State/Zip Code: Colton, CA, 92324

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)

Terracon has been contracted to perform an environmental site assessment of the above-mentioned properties in Anaheim (5472 LaPalma Ave), Orange County. We would like to review environmental information (i.e. hazardous material responses/ inventory, records of soil and water contamination, LUST/UST, any permits or certificate of occupancies that may be on-file from the Building or Planning Divisions, etc.) that your office may have on file for the property.

Electronic responses are preferable. If electronic responses are not possible and the files are relatively small, please copy and Terracon will pay for copying costs. If there is too much information to copy/send, please call me to schedule a time that I may review this information. I can be reached at _____ or by e-mail at _____ Thank you for your time. If you have any questions, please feel free to contact me.

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

Electronically Signed/Submitted 7/2/18 3:10 PM

SIGNATURE OF REQUESTER