



# 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](mailto: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: Daniel Robbins Date: 8/2/18 3:47 PM

Company Name: Resident

(Mailing) Address: \_\_\_\_\_ City/State/Zip Code: Anaheim/CA/92802

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)

*Good Afternoon,*

*I would like to request the following:*

*1. All writings (emails, letters, text messages, or other forms of written communication) sent to members of the Anaheim City Council - Kris Murray, Lucille Kring, Steve Faessel, Tom Tait, Denise Barnes, Jose Moreno, and James Vanderbilt - or the individuals employed in the offices of members of the Anaheim City Council - Mishal Montgomery, Helen Myers, Justin Glover, Matt Holder, Jacqueline Rodarte, Salvador (Sal) Figueroa, Steve Chavez Lodge, Nam Bartash, and Amanda Edinger - by residents of Anaheim (including, but not limited to, those who identified their resident status by providing an address in Anaheim through the correspondence, and those who identify exclusively, or jointly, as members of WAND) that mention the topic of homelessness, the homeless, or similarly related topics (mentions of those living in parks, mentions of those living in cars, etc).*

*The requested time frame requested for the aforementioned communications is January 1st, 2018 - August 1st, 2018.*

*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

Please Mail

*Electronically Signed/Submitted 8/2/18 3:47 PM*

**SIGNATURE OF REQUESTER**



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

*Thank you,*

*Daniel Robbins*