



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: Rose Santos Date: 8/15/18 8:48 AM

Company Name: FOIA

(Mailing) Address: _____ City/State/Zip Code: 14043

Phone number: _____ Email: _____

Preferred method of contact in the event of questions:

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

Good morning, under the provisions of the State Open Records Act, I hereby request a copy of the following information "data fields" for the most recent one-year period (calendar year), relevant to the Anaheim employee Credit Card Purchase Program, specifically we seek:

1. All credit card holder (names, address, tel #, email) & their respective transaction data for the last "FY" year in the format as previously provided. To include - (A) Cardholder employee name (Last, MI. First), Department or Agency, Bureau, Office/Division, agency address (complete mailing), CITY, STATE, ZIP, PHONE, CH PHONE_EXT; (B) MCC Code, Transaction Date, Transaction Amount; and (C) MERCHANT NAME, ADDRESS, CITY, STATE, ZIP, PHONE.

2. Delivery Format: The ideal format is excel but only if the file is small enough. If the file is large then have it formatted as a COMMA DELIMITED TEXT FILE or a TAB DELIMITED TEXT FILE.

If you have any questions please contact me to discuss the scope of this request. I agree to pay reasonable processing fees, however, please notify me if these fees exceed \$35.00. Thanks! Rose Santos c/o FOIA Group, Inc., Depew, New York, 14043

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 8/15/18 8:48 AM

SIGNATURE OF REQUESTER