



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 : Gabriela Jorquiera Date: 8/28/2018

Company Name: Terracon

(Mailing) Address: _____ City/State/Zip Code: Tustin, CA 92780

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)

4175 East La Palma, Anaheim, CA 92807

Terracon has been contracted to perform an environmental site assessment of the above-mentioned properties in 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 notify me to schedule a time that I may review this information.

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

Jennifer L. Hall

Subject: 60187336 records request
Attachments: Anaheim City Clerk.pdf

From: Jorquiera, Gabriela R
Sent: Thursday, September 13, 2018 1:52 PM
To: Linda Andal <landal@anaheim.net>
Subject: 60187336 records request

Record Request: 4175 East La Palma, Anaheim, CA 92807

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Sincerely,

Gabriela Jorquiera
Field Scientist
Terracon Consultants Inc.
Tustin, CA 92780

Terracon provides environmental, facilities, geotechnical, and materials consulting engineering services delivered with responsiveness, resourcefulness, and reliability.

Private and confidential as detailed here (www.terracon.com/privacy-policy). If you cannot access hyperlink, please e-mail sender.