



# 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](mailto: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: Janis Farese Date: 10/3/18 11:30 AM

Company Name: American Transparency

(Mailing) Address: \_\_\_\_\_ City/State/Zip Code: 33497

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)

*Pursuant to the California Public Records Act, this is a request for a copy of the following records: An electronic copy of any and all active employees which were submitted for the City of Anaheim, for 2017 broken down by employee, in electronic format and emailed. This data should include the following items: first name, middle initial, last name, reported pensionable wages, employer name, employer zip code. this data should be broken down by employer and employee.*

*The principal purpose of this is to make this information more accessible to the public and to access and disseminate information regarding the health, safety, and welfare of the general public. This request is not principally for personal or commercial benefit. Our agency is just exercising the general rights of the public. For these reasons, we are requesting a waiver of fees. If there is a charge for this service, please obtain my approval in writing prior to proceeding with request.*

*All documents can be e-mailed to \_\_\_\_\_ or mailed in electronic format (preferred format would be .csv or .xls). If any documents are not provided in the format specified, please provide the state or federal statutes relied upon for that decision. If any record or portion of a record responsive to this request is contained in a record or portion of a record deemed unresponsive to the request, I would like to inspect the entire document. Under the Open Records Act, all non-exempt portions of any partially-exempt documents must*

*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 10/3/18 11:30 AM*

**SIGNATURE OF REQUESTER**



## 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

---

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

*be disclosed. If any records or portions of records are withheld, please state the exemption on which you rely, the basis on which the exemption is invoked, and the name of the individual responsible for the decision.*

*Thank you for your prompt consideration of my request. If you have any questions, or if I can be of any assistance, please e-mail me at*

*Sincerely,*

*Janis Farese  
American Transparency*

*Boca Raton, FL 33497-0999*