



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 : Nicky Robinson Date: 11/26/2018

Company Name: Northgate Environmental Management, Inc

(Mailing) Address: _____ City/State/Zip Code: Laguna Hills, CA 92653

Phone number: _____ Email: _____

Preferred method of contact in the event of questions: E-mail at _____

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

Interested in records related to the property at 222 South Harbor Boulevard, Anaheim, CA. In particular, looking for any available building records, plans showing underground features like tanks, sumps, clarifiers, etc. Plans and reports related to environmental investigations, spills/leaks/releases, underground storage tanks, soil sampling, excavation, hazardous material storage or use, etc.

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: Records Review Request
Attachments: form_public_records_request_ROBINSON.pdf

From: Nicky Robinson
Sent: Monday, November 26, 2018 1:14 PM
To: Linda Andal <landal@anaheim.net>
Subject: Records Review Request

Good afternoon,

Please find attached a records review request for a property located at 222 South Harbor Boulevard, Anaheim, CA. Please let me know if you have any questions.

Thanks,
Nicky



Nicky G. Robinson, PE

Project Engineer

Northgate Environmental Management, Inc.
0, Laguna Hills, CA 92653

San Diego, CA 92116

<http://www.ngem.com>

CONFIDENTIALITY NOTICE:

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