



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 : Helena Schecter Date: 11/29/2018

Company Name: _____

(Mailing) Address: _____ City/State/Zip Code: Santa Ana, CA 92707

Phone number: _____ Email: _____

Preferred method of contact in the event of questions: email

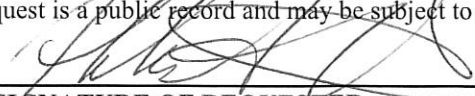
DESCRIPTION OF REQUESTED RECORD(S): (Describe the specific public record(s) e.g., date, type, time period covering documents requested etc)

Regarding SC Fuels the fuel distributor business license, I would like documents on how much they paid back to the City for gross receipts for the last three years.

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: Public records request
Attachments: 20181129_144529.pdf

From: Helena Schechter
Sent: Thursday, November 29, 2018 2:46 PM
To: Linda Andal <landal@anaheim.net>
Subject: Public records request

Good afternoon,

Attached is a filled out public records form.

Best,

Helena Schechter | IPC (USA), Inc.
Marketing Coordinator

Santa Ana, CA 92707

