



**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](http://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](mailto: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 : Nicole Williams Date: ~~4/6/2019~~ 4/9/2019

Company Name: Zoning-Info  
 \_\_\_\_\_  
 \_\_\_\_\_ City/State/Zip Code: Oklahoma City, OK 73112

\_\_\_\_\_ Email: \_\_\_\_\_  
 Preferred method of contact in the event of questions: 1st- Email 2nd- Call

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

Please see attached--

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.

*Nicole Williams*

\_\_\_\_\_  
 SIGNATURE OF REQUESTER

**Jennifer L. Hall**

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**Subject:** Public Records Request (62582)  
**Attachments:** Public-Records-Request-Form.pdf

**From:** [nwilliams@](mailto:nwilliams@)  
**Sent:** Tuesday, April 9, 2019 2:18 PM  
**To:** Theresa Bass <[TBass@anaheim.net](mailto:TBass@anaheim.net)>  
**Subject:** Public Records Request (62582)

Hello,

Please see my attached request for public records.

Best,

Nicole Williams  
*Research Analyst*



Oklahoma City, OK 73112  
[www.zoning-info.com](http://www.zoning-info.com)