



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; 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 : Ben Keeney Date: 5/8/2019

Company Name: GEM Group Inc

(Mailing) Address: _____ City/State/Zip Code: San Bernardino, CA 92407

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)

Requesting records for:

2915 East La Jolla Street, Anaheim, CA 92806
 and 2880 E. Miraloma Avenue, Anaheim, CA 92806

We would like all records from the Building and Public Works Departments such as permits, inspections, or violations in order to perform a phase one environmental site assessment.

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.

Ben Keeney

Digitally signed by Ben Keeney
 DN CN Ben Keeney email
 O GEM Group
 Date 2019.05.08 11 04 53 -08'00'

US

SIGNATURE OF REQUESTER

Jennifer L. Hall

Subject: Public records request (Project 19-9222 and 19-9223)
Attachments: Request for Public Records Anaheim City PW and Bldg.pdf

From: GEM Group
Sent: Wednesday, May 8, 2019 11:12 AM
To: Theresa Bass <TBass@anaheim.net>
Subject: Public records request (Project 19-9222 and 19-9223)

Good afternoon,

Please see the attached records request form. In order to perform an environmental site assessment, we request all available documents such as permits, violations, or inspections (between January 1 1950 and today) for the property at:

2880 E. Miraloma Avenue, Anaheim, CA 92806
And
2915 East La Jolla Street, Anaheim, CA 92806

Regards,

Ben Keeney
Geologist Assistant
GEM Group, Inc.

(GEM Group ESA project 19-9222 and 19-9223 sent to Anaheim City PW and Bldg)