**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 : Brooke Hasty Date: June 12, 2019

Company Name: Partner ESI

(Mailing) Address: _____ City/State/Zip Code: 90501

Phone number: _____ Email: _____

Preferred method of contact in the event of questions: Phone

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

I would like to request any and all records (earliest to most recent) in regard to the Leaking Underground Storage Tank (LUST) case at 700 East Katella Avenue.

The GeoTracker online database indicates that the City of Anaheim was the lead agency for this LUST case.

Thank you for your time and assistance.

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.

Brooke Hasty

**SIGNATURE OF REQUESTER**