



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: Daniel Robbins Date: 6/16/19 8:12 PM

Company Name: Resident

(Mailing) Address: _____ City/State/Zip Code: Anaheim/CA/92802

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)

Good evening,

I would like to request the following, please:

- 1. All calls for service received by the Anaheim Police Department emanating from the 2000 block of South Loara Street.*
- 2. All calls and/or complaints submitted to Anaheim Code Enforcement, and it's related departments, involving the property at 2068 South Loara Street.*
- 3. All calls for service made to Anaheim Code Enforcement and the Anaheim Police Department that originated from the property at 2080 South Loara Street.*

Time frame: January 1st, 2018 - June 15th, 2019.

The information entered to request for public records is continued on succeeding page(s)

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

Electronically Signed/Submitted 6/16/19 8:12 PM

SIGNATURE OF REQUESTER



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DESCRIPTION OF REQUESTED RECORD(S)-Continuation

Please let me know if you have any questions related to this request, or require a more specified approach.

Thank you.