



**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., Suite 217, Anaheim, CA 92805; [tbass@anaheim.net](mailto:tbass@anaheim.net); fax (714) 765-4105.

STEP 3: **WAIT** to receive a response from the City. 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 7927.535(a)].

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 20 days after invoice is sent, you may be required to submit a new request. Please see backside for additional information.

### REQUESTER INFORMATION

Full Name : \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

(Mailing) Address: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred method of contact in the event of questions: \_\_\_\_\_

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

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 California Public Records Act.

## **INSTRUCTIONS FOR REQUESTING PUBLIC RECORDS**

(Government Code Section 7920.000 et seq.)

1. To expedite your request, requests for records should be in writing. A Public Records Request Form can be submitted online at [www.anaheim.net/cityclerk](http://www.anaheim.net/cityclerk), downloaded and mailed or faxed to: Office of the City Clerk, 200 S. Anaheim Blvd., Suite 217, Anaheim, CA 92805; fax (714) 765-4105. You may also request a form be mailed to you by contacting the Office of the City Clerk at (714) 765-5166. Please note that information contained in a request is a public record and may be subject to public inspection pursuant to the California Public Records Act.
2. If your request is to inspect rather than receive copies, the responsive Department will make an appointment for a reasonable future date/time for such records. This is necessary to allow time to gather and review documents for compliance with the provisions of the California Public Records Act.
3. Requests (inspection and/or copies) must be for records in the possession of, prepared, owned, used, or retained by the City of Anaheim [Gov. Code §7920.530]] and must be for clearly identifiable records. City staff is available to assist you in identifying those records in the Department/City's possession. The City is not required by law to create a record or list from an existing record. Copies will not be provided if disclosure is exempt in accordance with State law.
4. The City will make every effort to provide the documents in a reasonable time. You will be notified within ten (10) days from the date of your request:
  - Whether the City has records responsive to your request
  - Whether the City has records responsive to your request, but which are exempt from disclosure and the reasons for exemption
  - Whether the City requires an extension of time to determine whether it has records responsive to your request
5. Copy charges are enumerated on the City Clerk's Fee Schedule as adopted by the City Council. The standard charge for copies of any specifically described and identified public records not exempt from disclosure is \$0.15 per page. Color copies are \$0.20 per page. Records copied to CD or flash drive are \$10.00 per CD or flash drive. Records stored by the City in electronic format will be provided in the same electronic format when requested by any person. The City is not required to produce records in an electronic format when the requested records are not available in electronic format at the time of the request. Mailing charges will apply, if necessary. Fee schedules are approved by City Council and are available upon request.
6. The Office of the City Clerk will provide an invoice for charges due. These charges are due and payable upon receipt of the invoice. Upon remittance of the invoice amount, the records request will be copied and sent to the requestor. If arrangements for payment and production are not made within twenty (20) days of the date of the City's response, a new request may have to be submitted.
7. For further information, please refer to the California Public Records Act (California Government Code §7920.000 et seq.) or contact the Office of the City Clerk, 200 S. Anaheim Blvd., Suite 217, Anaheim, CA 92805; Phone: (714) 765-5166.