



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 : Sandra Fennell Date: 2/18/2018

Company Name: DLA Piper

(Mailing) Address: _____ City/State/Zip Code: Washington, DC 20004

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)

I need an official version of the approved ordinance #6311 approved on November 18, 2014 and the associated Resolution #98R-94

If it's possible to expedite this request please do. I understand I may incur additional fees.

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.

Sandra Fennell

Digitally signed by: Sandra Fennell
 DN: CN = Sandra Fennell email =
 = DLA OU = Library
 Date: 2018.02.13 12:07:12 -0400'

C = US O

SIGNATURE OF REQUESTER

Jennifer L. Hall

Subject: FW: Public Records Request
Attachments: Anaheim Records Request.pdf

From: Fennell, Sandra
Sent: Tuesday, February 13, 2018 9:13 AM
To: Theresa Bass <TBass@anaheim.net>
Subject: Public Records Request

Attached please find a request for a City Council ordinance and resolution.

Regards,

Sandy

Sandra Fennell
Research Services Manager
DLA Piper

Direct –
Tie Line -
Mobile –

Please consider the environment before printing this email.

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