

TEAL
CONSULTING
GROUP

September 4, 2018

City Clerk's Office
Attn: Finance Dept.
200 S. Anaheim Blvd.
Anaheim, CA 92805
Via Email: landal@anaheim.net

Re: Request for Records

To Whom It May Concern:

Under the California Public Records Act § 6250 et seq., please accept this letter as my formal request for a copy of the most current record, financial report or corresponding ledger available that accounts for uncashed municipal-issued checks and/or stale-dated warrants over \$399 that were issued three (3) or more months from the date of this letter and remain uncashed by the payee as of Tuesday, September 04, 2018.

Please only include items that can still be claimed by the payee and have not yet been escheated to the State as unclaimed property. It is requested that the information provided contain the payee name, check issue date, check number, amount and any additional information, if available. Please note that I am not requesting any details that are exempt from disclosure due to privacy regulations as outline within the Freedom of Information Act guidelines.

In an effort to reduce staff-time, production and postage costs it is preferred that the records be provided via email, if possible. Should there be a cost associated with the fulfillment of this records request that exceeds that amount of \$15.00, kindly notify me with the estimated cost, prior to incurring any charges.

Please do not hesitate to contact me via telephone or email with any questions or clarifications needed with regard to this request for public records. Thank you in advance for your time and attention to this request.

Sincerely,



Sarah Atkins

Jennifer L. Hall

Subject: Public Records Request
Attachments: 09.04.2018 - Records Request.pdf

From: Sarah Atkins
Sent: Tuesday, September 04, 2018 1:09 PM
To: Linda Andal <landal@anaheim.net>
Subject: Public Records Request

Please view the attached records request form.
Feel free to contact me regarding any questions or concerns,

Thank you!

Sarah Atkins



TEAL Consulting Group

Gainesville, VA 20155