

**Zimbra****maritzap@ci.garden-grove.ca.us**

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**Public Records Request**

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**From :** Nguyen, Phi <phi.nguyen@marketsphere.com>

Thu, Dec 06, 2018 03:27 PM

**Subject :** Public Records Request**To :** cityclerk@ggcity.org**Cc :** Lazar, Michael <michael.lazar@marketsphere.com>

Hello,

Pursuant to The Freedom of Information Act relevant to your State which grants access to copies of public records, we respectfully request the most up to date information pertaining to the following types of obligations:

- \* Records concerning credits, overages, or refunds that are due on an overpayment or duplicate payment of taxes.
- \* Unclaimed Bonds or deposits on hand that are redeemable upon request from payee.
- \* Outstanding and refundable credit balances.
- \* Checks exempt from Unclaimed Property Reporting.
- \* Unclaimed, uncashed, undeliverable, staled-dated, voided, overdue and/or outstanding payments or checks/warrants issued and owed by The City of Garden Grove.

If some of this request is exempt from release, please release the remainder of the record which is allowed. Please provide all requested records that are greater than \$500, are claimable (The obligation to the payee has not been voided by law), The funds have not been turned over to the abandoned property office, and the funds are not in the process of being issued or reissued. Also for any outstanding checks, please only provide those that the payee still has the right to claim and have been outstanding for a period of over 3 months. For each property, please provide issue dates, payee names, addresses, and dollar amounts due. If possible, an excel document would be the desired format to receive data for all available years.

If the requested records could not be found or do not exist in your possession, please provide the contact information for the public body from which they may be requested and forward this request to them (For example, if another department issues checks on your behalf.)

We would appreciate your prompt attention to this matter and, if possible, request your response within 15 business days of receipt of this letter. We will reimburse for any reasonable costs associated with the provision of these documents. Please notify us should costs exceed \$50.

Thank you for your assistance with this matter. If you have any questions concerning the above or need further clarification, please contact me at (404) 264-8545 or [Michael.Lazar@MarketSphere.com](mailto:Michael.Lazar@MarketSphere.com)<<mailto:Michael.Lazar@MarketSphere.com>>

Sincerely,

Phi Nguyen

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