Information Management
Public Records Unit

Direct Dial: (909) 396-3700
Fax:(909) 396-3330

ACKNOWLEDGEMENT LETTER

October 16, 2012

BETH STORELLI
CH2M HILL
2485 NATOMAS PARK DR., SUITE 600
SACRAMENTO, CA 95833

Re: Request for Records
Control # 70230
Request: APPL'S & P/O'S FOR A/N'S 540059, 514139, 514138 & 501915 FOR CHEVRON PRODUCTS COMPANY, 17881 GOTHARD ST., HUNTINGTON BEACH, CA.

Your request for records has been received by the Public Records Unit and has been assigned for proccessing.Your request, in whole or in part, seeks disclosable public records that are in the possession of this agency. When a thorough search for the requested records is complete, the records found will be provided to you in one of the following manners:

-- electronically by email or by an accessible link on line at no charge.
-- on CD and mailed to you along with an invoice for $10.00 per CD.
-- photocopied and mailed to you along with an invoice for the direct cost of duplication at $.15 per page over 10 pages.

If review of the requested records is preferred, Public Records staff will contact you once the records are gathered, to make an appointment for a mutually agreeable time for inspection of the documents.

Records requested which contain confidential or trade secret information, may require legal review and could delay the release of requested records.

Should you have any questions or need additional information, please do not hesitate to contact me, Tuesday through Friday, 8:00 a.m. to 4:30 p.m. Please reference your Control Number listed above in all communications and correspondence.

Sincerely,

MARIA RUBIO x2311
For Colleen Paine
Public Records Coordinator

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