



VANGUARD

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VIGILANCE leads to ACCOUNTABILITY

May 15, 2008

Ardy Kassakhian, City Clerk
City of Glendale, CA
613 E. Broadway
Glendale, CA 91206

Email

RE: Public Records Act Request Reference: 051508 Man Svcs Conf Room

Dear Mr. Kassakhian:

Pursuant to my rights under the California Public Records Act (Government Code Section 6250 et seq.) and the California Constitution, as amended by passage of Prop 59 on November 3, 2004, I am writing to request inspection of the following records, which I understand to be in the possession of your agency:

Provide documents regarding the Large conference room in Management Services:

1. Policy, Procedures and practice for its use.
2. Documents indicating its usage at 6 PM or afterwards on May 14, 2008
3. Usage by groups other than City employees in 2008
4. Availability for use by non-profit organizations
5. Charges for the use of same during normal work hours and after 6PM

Definitions:

1. The term "Person" and/or "Persons" as used herein means a "member of the public", "State Agency", and "Public agency" as those terms are defined in State of California Statutes and Administrative Codes, Government Code §6250, et. seq., and related sections respectively, and of its respective predecessors, successors, shareholders, officers, directors employees, agents, representatives, assigns or person acting or purporting to act on his/her behalf and attorneys.

2 The term "documents" and/or "document" as used herein means all "writings", "originals", and "duplicates" as those terms are defined in Government Code Section §6252, respectively. Every kind, source, authorship, both originals and/or non-identical copies thereof, in City of Glendale possession, custody or control, or known by the City of Glendale to exist, irrespective of whether the document is one intended for or transmitted internally by the City of Glendale, or intended for or transmitted to any other person or entity, including, without limiting any government agency, department, administrative entity, personnel, or employee. The foregoing, these terms include any and all typed, duplicated, handwritten or combination thereof, authored or used, handwritings, typewritten, printed, photo stated, photographed, or any means of recording upon any form, printed, pictorial, magnetic or paper tapes, photographic films or prints, magnetic or punched cards, discs, drums, or graphic matter, however, produced or reproduced, of every kind or description or communication, preserved and communicated in some manner-verbal or nonverbal, qualitative or quantitative information, mediated by any technology, including but not limited to: records, letters, correspondence, telegrams, telexes, accounting, notes of any type, minutes of any meeting memoranda, intra-office and inter-office communications, reports, written analyses, contracts, modifications, of such contracts, licenses, agreements, schedules, work papers, summaries, interviews, telephone conversations, affidavits, printed matter (including published books, articles, speeches, and newspaper clippings, press releases, charts, drawings, specifications, parts lists, evaluations, advice, recommendations, commentaries, conclusions, studies, testing, data, reports and results, ledgers, books of account, vouchers, bank checks, invoices, charge slips, receipts, digest, analysis, communications, broadcasts, working papers, statistical records, cost sheets, stenographer's notebooks, transcriptions, desk calendars, appointment books, diaries, time sheets or logs telephone logs, maps, illustrations, diagrams, photographs, tape recordings, movies, films, transcriptions, videotapes, electronic or magnetic recordings, computer data, including but not limited to punch cards, magnetic tapes and printouts, job and transaction files, books, notes or recordings of any conversations, or anything similar to any of the foregoing, however denominated, as well as all copies, duplicates, and drafts of the foregoing and including any electronic communication(s).

I ask for a determination on this request within 10 days of your receipt of it, and an even earlier reply if you can make that determination without having to review the record(s) in question.

If you determine that any or all of the information is exempt from disclosure, I ask that you reconsider that determination in view of Prop 59, which has amended the state Constitution to require that all exemptions be "narrowly construed." Prop 59 may modify or overturn authorities on which you have relied in the past.

If you nonetheless determine that the requested records are subject to a still-valid exemption, I would further request that: (1) you exercise your discretion to disclose some or all of the records notwithstanding the exemption; and (2) that, with respect to records containing both exempt and non-exempt content, you redact the exempt content and disclose the rest.

You must provide assistance by helping to identify records and information relevant to the request and suggesting ways to overcome any practical basis for denying access.

Finally, should you deny part or this entire request, you are required to provide a written response describing the legal authority or authorities on which you rely. Please also address the question whether Prop 59 requires disclosure even though authorities predating Prop 59 may appear to support your exemption claim.

Records concerning litigation are exempt only until the claim is resolved or settled. Upon disposition all records including court records and those pre-dating the suit are public.

If I can provide any clarification that will help expedite your attention to this request, please contact me at the number above. I ask that you notify me of any duplication costs so that I may decide which records I want copied.

I am sending a copy of this letter to your legal advisor to help encourage a speedy determination, and I would likewise be happy to discuss my request with him or his designee at any time.

Thank you for your time and attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to be 'Barry Allen', written in a cursive style.

Barry Allen