

# Fix The City

Los Angeles Housing Department  
1200 W 7th St #100  
Los Angeles, CA 90017

Sent via email to: lahd\_custodian@lacity.org

## **Re: California Public Records Act Request**

November 8, 2023

Pursuant to the California Public Records Act (CPRA) (Government Code Section 6250 et seq.), we are writing to request access to and copies of public records as described below:

As used in this CPRA, the term "Project" refers to:

- The 2377 Midvale project, Lot 707, and/or the use of Lot 707 for interim housing/shelter.

The time period for this request spans from November 1, 2022, to the present unless otherwise

specified. We request all records relative to the Project:

- whether stored on City devices or personal devices.
- whether stored in City offices or at non-City locations.
- whether transmitted using City email or SMS accounts or personal email or SMS accounts.

## **Information Types Sought:**

### **1. Written Documents:**

- Correspondence (letters, memos, emails) related to the Project.
- Meeting minutes and agendas concerning the Project.
- Contracts and agreements associated with the Project.
- Reports and studies pertaining to the Project.
- Policies, procedures, and guidelines relevant to the Project.
- Training manuals for personnel involved in the Project.
- Notes and drafts associated with the Project's planning or execution.
- Application forms and licenses for vendors or services related to the Project.
- Bids and proposals for the Project.

### **2. Electronic Documents and Databases:**

- Emails and associated attachments concerning the Project.
- Text messages about the Project.
- Calendar entries for meetings or deadlines related to the Project.
- Spreadsheets and data analysis concerning the Project.
- Database records and reports about the Project.
- Electronic logs (e.g., access logs, change logs) for the Project.

### **3. Photographs and Images:**

- Digital photos related to the Project.
- Scanned images of documents concerning the Project.
- Aerial photographs of the Project's location or sites.

- Satellite images relevant to the Project.

**4. Videos and Audio Recordings:**

- Surveillance footage concerning the Project.
- Body camera footage related to the Project.
- Dashcam recordings concerning the Project.
- Audio recordings of meetings, interviews, or other events related to the Project.
- Voicemails about the Project.
- Podcasts or other official recordings relevant to the Project.

**5. Maps, Plans, and Blueprints:**

- Geographic Information System (GIS) data related to the Project.
- Architectural plans and blueprints of the Project.
- Infrastructure maps concerning the Project.
- Land use maps relevant to the Project.

We understand there may be fees associated with the duplication of these records. Please provide an estimate of these fees before proceeding. If any record or portion thereof is deemed exempt from disclosure, please cite the specific exemption and provide a log of such records.

We look forward to your response within the 10-day period as stipulated by the CPRA. Should you have questions, require an extension or require clarification, please contact us at [Legal@FixTheCity.Org](mailto:Legal@FixTheCity.Org).

Thank you for your prompt attention to this matter.