



**CITY OF SANTA ANA
PUBLIC RECORDS ACT REQUEST
COMPLIANCE AFFIDAVIT REGARDING PERSONAL
ELECTRONIC MESSAGING ACCOUNTS**

OFFICE USE ONLY
PRR ID #:

STATE OF CALIFORNIA,
COUNTY OF ORANGE,
CITY OF SANTA ANA

I, _____ declare:
(Print name)

1. I received notice of a California Public Records Act ("CPRA") request regarding a search of my personal electronic messaging account(s).
2. I understand that the CPRA request seeks specific records that may or may not be in my possession and described in the attached request.
3. I am the owner or authorized user of personal electronic messaging accounts referenced in the attached CPRA request and have the authority to certify the records.
4. I have made a good faith, diligent, thorough, and complete search of all of my personal electronic messaging account(s) for all electronic communications potentially responsive records to the mentioned CPRA request.
5. Any responsive electronic communications discovered and referenced were prepared or used by me in the ordinary course of business at or near the time of the act, condition or event.
6. Any responsive electronic communications discovered and referenced are true copies of all records described in the mentioned CPRA request.

Check the applicable box as it relates to your electronic personal messaging accounts:

- I certify that I have located and provided responsive electronic communications and have attached hereto.
- I certify that I do not possess responsive electronic communications.
- I certify that I cannot reasonably recover responsive electronic communications.

Explain efforts to retrieve responsive electronic communications and why you were unable to recover responsive electronic communications.

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I certify that I discovered potentially responsive electronic communications from my personal electronic messaging account. I am providing all responsive information. However, some information is nonresponsive and I am withholding that information, because the information is personal and not part of the ordinary course of city business for the following reasons:

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Describe with sufficient facts why the contested information is personal and not subject to the CPRA. Attach additional pages, if necessary.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that I have personal knowledge of the facts set forth above.

Declaration of: _____
(Signature)

Executed this _____ day of _____ 20____, in _____, California.

Remit Declaration to the Clerk of the Council by: _____
(Date)

Attachment: Copy of Public Records Request