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DEPARTMENT OF
ANIMAL SERVICES
221 North Figueroa Street
5th Floor
Los Angeles, CA 90012
(888) 452-7381
FAX (213) 482-9511

EDWARD A. BOKS
General Manager

January 9, 2007

Mr. Bradley Jensen

.....
Cypress, California 90630

Dear Mr. Jensen,

Thank you for your three letters dated December 28, 2007, to the Department of Animal Services (Department), requesting information logs of public record requests, a copy of the Department's Policies and Procedures Manual and copies of the 2003 through 2006 Annual Rabies Activity Reports that were submitted to the State of California, Department of Health Service. Your letters were addressed to the Department's General Manager, Mr. Ed Boks, and received on January 2, 2008. Your requests were received by the Custodian of Records, Mr. Ross Pool on January 4, 2008.

In accordance with the California Public Record Act (CPRA), the following information is provided. CPRA §6252 (e) defines a public record as any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. Furthermore, CPRA §6253 (a) states "Public records are open to inspection at all times during the office hours of the state or local agency and every person has a right to inspect any public record, except as herein provided.

Pursuant to your request the Department has collected the following information:

1. A copy of the Department of Animal Services Public Record Log Sheet for requests made from January 1, 2006 through December 2007. The Log Sheet contains the dates the request was received and sent, names of the requestor and type or nature of the request made.
2. A copy of the Department of Animal Services current Policies and Procedures Manual. Please note that this 2000 iteration of the Manual is undergoing review and revision.
3. Copies of Annual Rabies Activity Reports for calendar years 2003 through 2006 which were submitted to the California Department of Health Services, Veterinary Public Health Section.

The aforementioned information is currently available for your review at the Department of Animal Services Administrative Office, 221 North Figueroa Street, 5th Floor, Los Angeles, California 90012. Office hours are 8:00 A.M. until 5:00 P.M., Monday through Friday. In order to

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Visit our website at www.LAAnimalServices.com

avoid any delay or inconvenience it is suggested you contact our Custodian of Records as set up an appointment to review your requested records and obtain copies. The Custodian of Records is:

Mr. Ross Pool, Custodian of Records
Department of Animal Services
221 North Figueroa Street, 5th Floor
Los Angeles, California 90012

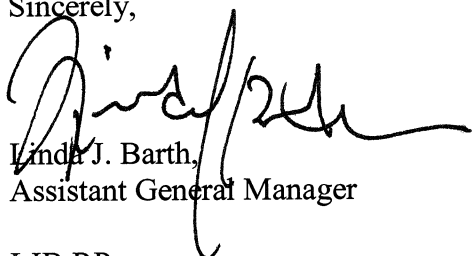
Phone: (213) 482-9501
Fax: (213) 482-9511

Alternatively, you may request us to mail the copies or pick up the entire package. There are 478 pages of documents for a total cost of \$48.80. Please let us know which method you prefer.

In the future, to avoid delays in receiving information from Public Record Act requests please address your letters to the Department's Custodian of Records at the address listed above. A copy of your request may also be sent to any Department staff member you feel should be notified.

Thank you for your interest in the Department. If you have any further questions or require additional information, please call Mr. Ross Pool, Management Analyst II, at (213) 482-9501.

Sincerely,



Linda J. Barth,
Assistant General Manager

LJB:RP
Attachment(s)

cc: Ed Boks
Ross Pool
File