

**TJ Singh**



September 12, 2021

**Via Email**

Ms. Melissa Andrikopoulos, ESQ  
Custodian of Records  
San Mateo County  
Planning and Building Dept.  
455 County Center  
Redwood City, CA 94063

RE: Request for Public Documents – California Public Records Act

Dear Sir/Madam:

Pursuant to the California Public Records Act (Government Code, Sections 6250, et seq.), I request that the following document be copied or emailed and that the copies be made available to the undersigned within the time specified in the Public Records Act.

The word “communication” includes but is not limited to, all verbal and written communications of every kind, telephone calls, conferences, conversations, meetings, notes, correspondence, and all memoranda concerning the requested communications. Where communications are not in writing, provide copies of all memoranda and documents made relating to the requested communication and describe in full the substance of the communication to the extent that the substance is not reflected in the memoranda and documents provided telephone messages, notes, memoranda, e-mail messages, text messages, letters, staff reports, copies or laws, ordinances, resolutions, municipal code sections.

“**Documents**” include, without limitation, all writings and records of every type in your possession, control, or custody, including but not limited to the following items, whether printed or reproduced by any process, including documents sent and received by electronic mail, or written or produced by hand, and whether or not claimed to be privileged or otherwise excludable from

discovery: computer data files, information stored in electronic media, including on computer tapes, disks, or diskettes, tapes, inputs, outputs, and printouts; notes; letters; correspondence; communications; telegrams; memoranda; summaries and records of telephonic and telegraphic communications; summaries and records of personal conversations; diaries; appointment books; reports (including any and all draft, preliminary, intermediate, and final reports); surveys; studies (including, but not limited to, load flow, engineering, general economic, and market studies; comparisons; tabulations; budgets; workpapers; charts; plans; maps; drawings; engineering and other diagrams (including "one-line" diagrams); photographs; film; microfilm; microfiche; tape and other mechanical and electrical audio and video recordings; data compilations; log sheets; ledgers; vouchers; accounting statements; books; pamphlets; bulletins; minutes and records of meetings; transcripts; stenographic records; testimony and exhibits, including workpapers; copies, reports, and summaries of interviews and speeches; reports and summaries of investigations; opinions and reports of consultants; reports and summaries of negotiations; press releases; newspaper clippings; drafts and revisions of draft of documents; and any and all other records, written, electrical, mechanical, and otherwise. "Documents" shall also refer to copies of documents (even though the originals thereof are not in your possession, custody, or control), every copy of a document which contains handwritten or other notations or which otherwise does not duplicate the originals or any other copy, and all attachments or appendices to any documents.'

**Time Period:** April 1, 2021, to the date of production of the documents.

The documents (copies) requested are:

1. All communication and Documents by and between any County of San Mateo (the "County") official and Nicole C. Campbell.

Please contact the undersigned when the documents are ready. I understand that there is a cost for the copying and that you will inform me of the cost. Please note that you are required to respond to this letter within 10 calendar days. Since you have already produced documents to Nicole Campbell in response to her PRA request, my request should be just very straight forward.

Please contact or email the undersigned when the documents are ready. I understand that there is a cost for the copying and that you will inform me of the cost.

Melissa Andrikopoulos, ESQ  
San Mateo County  
September 22, 2020  
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We will accept electronic copies of the records. Please advise of any copying expenses for this request and if payment is required before releasing copies.

If your response is anything other than an unqualified agreement to produce copies of or allow inspection of all requested documents, then please attach to your response a copy of your regulations, if any, concerning the procedures to be followed for obtaining records under the California Public Records Act.

If you determine that some or all of the requested documents, or portions of documents, are exempt from disclosure, please describe the withheld documents and deleted portions of documents in detail. Please also specify the statutory bases for the denial as well as your reasons for believing that the statutory justification applies. Pursuant to Government Code § 6257, reasonably segregable portions of documents must be made available even if other portions of the requested documents are exempt. Pursuant to Government Code § 6256.2, you must provide the name and title or position of each individual responsible for denying access to any requested documents.

Pursuant to Government Code § 6253.1, if you have any difficulty identifying responsive records, we request that you provide assistance and suggestions for identifying responsive documents and for overcoming any practical basis for denying access.

Thank you for your assistance and cooperation in this matter.

Sincerely,

/s/ TJ Singh  
TJ Singh

