



CITY OF SOUTH EL MONTE

1415 N. SANTA ANITA AVENUE
SOUTH EL MONTE, CALIFORNIA 91733
(626) 579-6540 • FAX (626) 579-2107

January 9, 2008

Jennifer McLain
Staff Reporter
San Gabriel Valley Tribune
1210 No. Azusa Canyon Road
West Covina, CA 91790

Ms. McLain:

Your requests to review public records dated December 4, 2007, December 4, 2007 and January 7, 2008, respectively, have come to our attention today. As you know, the City Clerk retired in December, and we are in the process of reviewing correspondence addressed to her.

The City will review and search its records for the documents requested. The City will determine: (1) whether the City has any of the documents you have requested; and (2) whether your request in whole or in part seeks copies of disclosable public records. Please keep in mind that some of the documents you requested may not be subject to disclosure pursuant to the Public Records Act.

Due to the volume of documents and the number of years requested, the City needs additional time to search for documents that may fall within your request. We anticipate that we will be in a position to have the documents requested available for your review by January 24, 2008.

Please call to schedule an appointment to review such documents, on or before that date.

Sincerely,

City Clerk's Office

Cc: Anthony R. Ybarra
City Manager