



CENTRAL FILES

Public Works Central Files is dedicated to providing excellent and expedited customer service to fulfill the needs and requests for Public Works records.

Hours of Operation:

Monday – Thursday: 8 a.m. - 12 p.m. & 1 p.m. – 4 p.m.

Alternating Fridays: 8 a.m. – 12 p.m. ([Please click here for closure calendar](#))

****SEE BELOW FOR NEW ON-SITE APPOINTMENT PROCESS & HOURS****

HOW TO OBTAIN PUBLIC WORKS RECORDS:

BY PHONE AND/OR E-MAIL: In an effort to continue to provide safe access to Public Works Central Files records during this time of social distancing, you are encouraged to email Joseph Mendoza at jmendoza10@santa-ana.org or call (714) 647-5056 to submit your request to receive records digitally, in lieu of having to visit the Central Files office.

IN PERSON – BY APPOINTMENT ONLY:

(11:00 a.m. appointments are for 1 hour only)

Monday – Thursday: 8 a.m. – 12 p.m.

Alternating Fridays: 8 a.m. – 12 p.m.

[PLEASE CLICK HERE TO MAKE A RESEARCH APPOINTMENT](#)

HOW TO PREPARE FOR YOUR VISIT TO CENTRAL FILES:

Be sure to bring a thumb-drive/flash-drive when you visit, you are more than welcomed to upload the records you find. Central Files does have blank CDs available for purchase at \$5.00. A Representative will be in the office when you come in to help you navigate our records database and assist with any questions you might have.

Types of records that Central Files can provide:

As-Built Records:

Street Improvement, Sewer, Water, Storm Drain, Traffic Signal, Channelization

Atlas Sheet Plans:

Sewer, Sewer Laterals, Storm Drain, Water, Water Laterals

Centerline Ties:

Historical

Please Note: For updated Centerline Ties and Benchmarks within the City of Santa Ana, contact the County of Orange, Public Works Department at (714) 573-6040.

Archived Santa Ana Fire Department Records:

Records up to the creation date of **4/20/2012**, for records after **4/20/2012** contact the Orange County Fire Authority at (714) 573-6040.

Archived Santa Ana Fire Department Hazardous Records:

Underground or Aboveground Storage Tank, Hazardous Materials. For hazardous records posted after 4/20/2012 contact Orange County Environmental Health Care Agency at (714) 433-6000. To receive Santa Ana Fire Department (SAFD) Archived records, please fill out and submit a Public Records Request form at <https://www.santa-ana.org/cc/public-records-request>.

Central Files Contact and Location Information:

(714) 647-5056 City of Santa Ana, 20 Civic Center Plaza Ross Annex, 3rd Floor, Santa Ana, CA, 92702