# City of Los Angeles

## Department on Disability

### Emergency Preparedness Materials Review Request Form

Send hard and electronic copies to: Disability Access & Services Division

angela.kaufman@lacity.org

mail stop: 760

201 N. Figueroa St. Suite 100

Los Angeles, CA 90012

**Instructions:** Staff requires a minimum of two weeks for each document to be reviewed. Completion Date can vary depending on the amount of material and content to be reviewed. Use one request form per document/file. Please provide one hard copy and one electronic copy to DOD staff.

<table>
<thead>
<tr>
<th>Date of Request:</th>
<th>Completion Date Requested:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requested by:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Email:</td>
<td>Mail Stop:</td>
</tr>
<tr>
<td>Department:</td>
<td>Bureau/Sec/Div:</td>
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<tr>
<td>Is this an Emergency Request?</td>
<td>Check box</td>
</tr>
</tbody>
</table>

Name of document and description of content:

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Number of Pages: __________

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### For Department on Disability Use Only

DASD Staff Person Assigned:

Date Assigned:

Date Approved by ADA Compliance Officer:

Projected Completion Date:

Completion Date: