



San Francisco Public Library
Government Information Center
100 Larkin Street, San Francisco, CA 94102

**A Checklist of How Your Agency and the Public Library
Can Help Each Other Comply with
the Sunshine Ordinance
June 2021**

In addition to agendas and minutes posted on your agency's web site, Section 8.16 of the San Francisco Administrative Code indicates that **two** hard copies of each document must be deposited with the San Francisco Public Library's Government Information Center. For detailed information regarding the filing of all official publications and reports with the Public Library, see the Library's posting and depository factsheets which are included in this mailing and are posted on our Web site at sfpl.org/postings.

The Library greatly appreciates your assistance in this endeavor.

If your agency ensures that the Library receives in a timely manner all documents which are required by law to be on file in the Government Information Center (see enclosure), citizens can obtain the documents without making an official public records request to your agency. The Library is adept at organizing, cataloging, classifying and preserving documents in order to make them accessible to the public. City documents deposited with the Library are permanently retained.

Please see the checklist on the reverse side of this sheet.

Tips for Sending Agendas and Documents to the Library

You may mail, *email, or hand deliver agendas and documents.

Mailing Address:

Government Information Center
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102-4733

Email Address for Agendas: sfdocs@sfpl.org

Deadlines for posting Agendas: 4:00pm Monday-Friday

*For convenience, agendas may be emailed as an attachment to sfdocs@sfpl.org and the Library will print out the two copies for you. However, the Library will not print out copies of supporting documents. If sending agendas with supplementary material, please mail or hand deliver hard copies of the entire agenda packet.

√ Checklist

	Agenda Receipt Confirmation:	If you would like confirmation, please request confirmation in the body of your email.
	Agenda packets (supplemental materials as attachments)	Send hard copies of agendas with supporting documents. Important: <i>Do Not</i> include as attachments in email.
	Required number of copies:	Send 2 (two) hard copies of official documents.
	Consistent Titles:	Even slight changes in titles require cataloguing changes and may cause confusion for the public searching for those items.
	Revised Agendas:	Please indicate clearly. Example: San Francisco Port Commission Revised Agenda for Meeting of June 15, 2021
	Draft and Final Documents:	Please send final copies of documents (such as meeting minutes) as a follow-up to documents marked as drafts .