



San Francisco Public Library
Government Information Center
100 Larkin Street, 5th Floor, San Francisco, CA 94102

OFFICIAL PUBLISHED DOCUMENTS FACT SHEET

April 2023

It is the responsibility of every official, board, commission, committee, department or task force which publishes meeting minutes, or any other official published document, to file at least two (2) hard copies of the report or document with the Government Information Center (GIC) at the San Francisco Main Public Library **within ten days** of publication of the report or document. *See* San Francisco Admin. Code § 8.16. Hard copies of meeting minutes must be deposited with the GIC even if they are posted electronically.

Additionally, every board, commission, and department must publish an annual report electronically and must transmit the Uniform Resource Locator (URL) for each report to the GIC for posting on the Library's Web site on the Annual Reports of City Agencies web page at <http://sfpl.org/index.php?pg=2000027101>. *See* San Francisco Admin. Code § 1.56 and § 8.16.

If an official report or document is posted electronically but not printed, it is requested that the publishing agency print out one or two hard copies and send them to the GIC for record retention purposes and to help agencies comply with the Sunshine Ordinance. This includes annual reports—*please note that, although the publishing of paper copies of annual reports is prohibited, § 1.56 of the S.F. Administrative Code states that it is not prohibited to print out paper copies of annual reports from a Web site for record retention purposes.*

Please notify the GIC if a document is up for public review, is written about in the news media or is highly publicized so that the library can ensure that the document is expeditiously processed to be immediately available to citizens. For widespread dissemination of a document, please provide the GIC with thirty (30) copies and they will be distributed to the branch libraries. Documents of special interest to specific neighborhoods can also be distributed to those neighborhood libraries via the GIC upon request.

CONTACT INFORMATION

San Francisco Documents Librarian
Government Information Center, 5th Floor
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102

415-557-4500 (public line)
sfdocs@sfpl.org (email)

PUBLIC ACCESS INFORMATION

The public can review reports and documents in the Government Information Center, 5th Floor of the Main Library, during open hours. The Main Library is open Monday 9-6; Tuesday, Wednesday, and Thursday 9-8; Friday 12-6; Saturday 10-6; and Sunday 12-6.