



*San Francisco Public Library*  
Government Information Center  
100 Larkin Street, 5<sup>th</sup> Floor, San Francisco, CA 94102

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

**November 2024**

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 (GIC). For detailed information regarding the filing of all official publications and reports with the San Francisco Public Library, see the library's Government Information Center (GIC)'s posting and depository factsheets which are posted on our Web site at [sfpl.org/postings](https://sfpl.org/postings).

When your agency ensures that the San Francisco Public Library receives all documents which are required by law to be on file with the San Francisco Public Library's Government Information Center (GIC), citizens can access these documents without having to submit an official public records request to your agency. The San Francisco Public Library organizes, catalogs, classifies and preserves these documents in order to make them accessible to the public. All City and County of San Francisco agencies' and departments' documents deposited with the San Francisco Public Library are permanently retained.

The San Francisco Public Library's Government Information Center (GIC) greatly appreciates your compliance with Section 8.16 of the San Francisco Administrative Code.

**Please see the guidance and checklist on the reverse side of this sheet.**

## Guidance for Sending Agendas and Documents to the Library

Agendas and documents can be sent by mail, \*email, or hand delivered.

**Mailing Address:**  
 Government Information Center  
 San Francisco Public Library  
 100 Larkin Street, 5<sup>th</sup> Floor  
 San Francisco, CA 94102-4733

**Email Address for Agendas:** [sfdocs@sfpl.org](mailto:sfdocs@sfpl.org)

**Deadlines for posting Agendas:** 4:00 pm Monday to Friday  
*Meeting agendas delivered after 4:00 pm will not be marked as received until 9:00 am of the following business day.*

\*For convenience, agendas may be emailed as an attachment to [sfdocs@sfpl.org](mailto:sfdocs@sfpl.org) and the GIC will print out the two copies – one for posting and one for inclusion in the library’s San Francisco Documents Collection. However, the GIC 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

|  |   |  |
|--|---|--|
|  | <b>Agenda Receipt Confirmation:</b>                           | If you would like confirmation, please request confirmation in the body of your email.   |
|  | <b>Agenda Meeting Notices</b>                                 | Meeting notices and agendas must be in a .pdf or .doc / .docx document for posting.  |
|  | <b>Agenda packets (supplemental materials as attachments)</b> | Please hand deliver or send via regular mail supplemental documents that are over 3 MB / 25 pages. Please avoid sending attachments over 3 MB / 25 pages via email.  |
|  | <b>Required number of copies:</b>                             | Send <b>2 (two)</b> hard copies of official documents.   |
|  | <b>Consistent Titles:</b>                                     | Even slight changes in titles require cataloguing changes and may cause confusion for the public searching for those items.  |
|  | <b>Revised Agendas:</b>                                       | Please indicate clearly.<br>Example:<br><div style="text-align: center;">San Francisco Port Commission<br/> <b>Revised</b> Agenda for Meeting of June 15, 2021</div> |
|  | <b>Draft and Final Documents:</b>                             | Please send <b>final</b> copies of documents (such as meeting minutes) as a follow-up to documents marked as <b>drafts</b> .   |