



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

AGENDA POSTING FACT SHEET

November 2024

All policy bodies of the City and County of San Francisco (including the City's boards, commissions, and task forces) are required to file two (2) hard copies of each meeting agenda with the Government Information Center (GIC) at the San Francisco Main Public Library. **This is regardless of whether or not agendas are posted electronically.** See San Francisco Admin. Code Sections 8.16 and 67.3(d). One copy of the agenda, as well as any explanatory documents that accompany the agenda, will be posted and the other copy will be retained for the library's permanent records. The (2) two copies can be mailed, hand-delivered or emailed. For convenience, agendas may be emailed as an attachment to sfdocs@sfpl.org and the library will print out the two copies for you. (See *separate Fact Sheet for other Official Documents*). Please use only one method of delivery for each agenda notice to be filed. All attachments should be mailed or hand-delivered.

Whether mailed, hand-delivered or emailed, the (2) two copies of the meeting agenda must arrive no later than **4:00 p.m. (Monday to Friday)** on the day you wish to have the agenda posted. *Meeting agendas delivered after 4:00 pm will not be marked as received until 9:00 am of the following business day.* If you require confirmation of receipt, please inform the Government Information Center (GIC) and confirmation will be emailed to you. **It is the responsibility of each policy body to ensure that an agenda is posted at least 72 hours before holding a meeting.** See San Francisco Admin. Code § 67.7(a). Please contact the City Attorney's Office for questions about compliance with the law.

The public can review agendas at the Government Information Center (GIC). The agendas are compiled chronologically by meeting date in *The Official Meeting Notices* binder located at the Government Information Center's Reference Desk -- the meeting agendas of the current day are filed first in the binder. Duplicate copies of the agendas are retained in the GIC's collection.

CONTACT INFORMATION

San Francisco Documents Librarian
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415-557-4500 (public line)
sfdocs@sfpl.org (email)

PUBLIC ACCESS INFORMATION

The public can review agendas and documents at 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.