



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
July 2013**

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 (formerly known as the Documents Department). 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.

Tip Sheet For Sending Agendas and Documents to the Library

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	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
	Agenda Receipt Confirmation:	Please request confirmation in the body of your email.
	Agenda packets:	
	Required number of copies:	Send 2 (two) hard copies of official documents.
	Documents for Public Review:	
	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 May 22, 2013
	Draft and Final Documents:	Please send final copies of documents (such as meeting minutes) as a follow-up to documents marked as drafts .
	Municipal Code References	