San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102

AGENDA POSTING FACT SHEET

July 2007

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 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 two copies can be mailed, hand-delivered or faxed. For convenience, agendas may be emailed as an attachment to sfdocs@sfpl.info and the Library will print out the two copies for you. **The email delivery option applies to agendas only** (see separate Fact Sheet for other Official Documents). Please use only one method of delivery for each agenda notice to be filed. If faxed, the Library will also need a non-faxed copy as a follow-up to serve as the official copy. If the explanatory documents that are referenced in the agenda exceed one page in length, the agenda and documents should be mailed or hand-delivered.

Whether mailed, hand-delivered, faxed, or emailed, the two copies of the meeting agenda must arrive no later than **4:00 p.m**. (Monday – Friday) on the day you wish to have the agenda posted. If you require confirmation of receipt, please inform the Government Information Center and confirmation will be faxed 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, 5th Floor. The agendas are compiled chronologically by meeting date in a binder located at the Government Information Center's Reference Desk, with the meeting agendas of the current day filed at the beginning. Agendas from past meetings are removed from the binder on a daily basis and are retained in the Library's collection.

CONTACT INFORMATION

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PUBLIC ACCESS INFORMATION

The public can review agendas and documents in the Government Information Center, 5th Floor of the Main Library, during open hours. The Main Library is open Mondays 10-6; Tuesdays, Wednesdays and Thursdays 9-8; Fridays 12-6; Saturdays 10-6; and Sundays 12-5.