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

Although agendas and minutes may be 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 http://sfpl.info/librarylocations/main/gic/sfpostings.htm.

By periodically checking this list to make sure these suggestions are being followed, both your agency and the Library will be able to save vast amounts of time. The Library greatly appreciates your cooperation in this endeavor.

Remember: *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 (which may ultimately involve the Sunshine Ordinance Task Force and the City Attorney).* 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.

Checklist For Sending Documents to the Library

√	Action	Reason
	Keep an accurate and up-to-date distribution list for documents.	This will help to prevent gaps in the Library's collection of your agency's documents.
	Always send **2 (two)** hard copies of official documents.	This is required by Section 8.16 of the Administrative Code. Also, there is not sufficient staff in the Library to photocopy the thousands of documents received from other agencies.
	Keep very consistent **titles** of documents and reports, including reports published in series or annually, meeting notices, etc.	Even slight changes in titles will impede the Library's cataloging process and likely will require the Library to contact your agency for clarifications and/or revisions.
	When sending documents to the Library, make sure that they are addressed to the **Government Information Center** of San Francisco Public Library (rather than any other department).	This prevents documents from disappearing through "delivery cracks."
	Make sure that interim or new employees are informed of policies and procedures for sending documents to the Library.	Gaps in the Library's City documents collection are often a result of changes in agency staff.
	Make sure that documents are sent to the Library in a timely manner (including meeting delivery and posting deadlines)*, and *allow for delivery time*. *See the Library's Posting and Depository Factsheets for deadlines.	This helps to ensure that the Library can make documents available to the public in a timely manner and avoid complaints, lawsuits, etc.
	If revisions are made to documents, including agendas, indicate that the publication is a **revision** in the title. Example: San Francisco Port Commission **Revised** Agenda for Meeting of May 22, 2002	This prevents Library staff from having to spend precious time determining if the document is a duplicate of a previously-sent item or is a revision, possibly requiring inquiries to your agency.
	Please send **final** copies of documents (such as meeting minutes) as a follow-up to documents marked as **drafts**.	Citizens often ask the Library for the final copies if they see that the document says "draft."
	As a follow-up to sending faxes, please send regular copies of documents through the mail.	Faxes are acceptable to meet deadlines, but often have poor print quality for preservation. Also, this mode for sending documents is not always reliable.