

Date: March 10, 2011

Item No. 6

File No. _____

SUNSHINE ORDINANCE TASK FORCE

Education, Outreach and Training Committee

AGENDA PACKET CONTENTS LIST*

- Guide for City employees**
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Completed by: Chris Rustom

Date: March 7, 2011

***This list reflects the explanatory documents provided**

~ Late Agenda Items (documents received too late for distribution to the Task Force Members)

** The document this form replaces exceeds 25 pages and will therefore not be copied for the packet. The original document is in the file kept by the Administrator, and may be viewed in its entirety by the Task Force, or any member of the public upon request at City Hall, Room 244.

DRAFT

QUICK REFERENCE GUIDE **
Responding to Requests for Public Information and/or Records
Sunshine Ordinance (SF Admin Code Ch. 67)

Article III, Sec. 67.20 through Sec. 67.29-7

Who can request public information and/or records?

Include that it is part of the job of SF city and county employees

How can public information and/or records be requested?

Who must respond to a request for public information and/or records?

Must supply a response even if it is to say no records or info exist that are responsive to the request or to provide an exemption to disclosure

What must a response contain?

Include assisting with where info or record might be located

How long to have to respond?

Include IDRs and requests for extension of time

What records and information are public?

Include exemptions in Sunshine Ordinance and CPRA and oral information

What happens if the response deadline is missed or there is a refusal to disclose?

Who can you contact for assistance with a request?

Include Department Head or designated knowledgeable person, SOTF Administrator (city attorney?)

What is the importance of the Sunshine Ordinance

Where can you get training on San Francisco's Sunshine Ordinance?

Each SF City and County employee should receive training. Include availability of Education Outreach Committee group training

** This guide is not intended to replace training, provide legal advice, or provide a detailed description of responsibilities under the Sunshine Ordinance. Please refer directly to the text of the Sunshine Ordinance for additional information.