[Date]

[Department Name]
1 Dr. Carlton B. Goodlett Pl [Suite number]
San Francisco, CA 94102
Email: [Sunshine Email Address(es)]

RE: San Francisco Sunshine and California Public Records Act Request

Dear Sir or Madam:

Pursuant to my rights under the San Francisco Sunshine Act (San Francisco Administrative Code Section 67.1) and California Public Records Act (Government Code Section 6250 et seq.), I ask to obtain a copy of the following, which I understand to be held by your agency:

1) Copies of all emails either received or sent by [Official] from [his/her] city of San Francisco accounts, from [beginning date] to [ending date].

2) Copies of all emails either received or sent by [Official] from any private accounts that pertain to city business from, [beginning date] to [ending date].

3) All correspondence (including, but not limited to, emails, text messages, phone call logs, and direct messages of any kind) to or from any employee of [agency name] regarding [specific subject matter] from [beginning date] to [ending date].

    a. Specific information sought for clarification purposes.

4) [Official]'s calendar from [beginning date] to [ending date].

I ask for a determination on this request within 10 days of your receipt of it, and an even prompter reply if you can make that determination without having to review the record[s] in question.

[If applicable:] Please note that [Code Section] specifically authorizes public access to this information.

If you determine that any or all or the information qualifies for an exemption from disclosure, I ask you to note whether, as is normally the case under the Act, the exemption is discretionary, and if so whether it is necessary in this case to exercise your discretion to withhold the information.

If you determine that some but not all of the information is exempt from disclosure and that you intend to withhold it, I ask that you redact it for the time being and make the rest available as requested.

In any event, please provide a signed notification citing the legal authorities on which you rely if you determine that any or all of the information is exempt and will not be disclosed.

If I can provide any clarification that will help expedite your attention to my request, please contact me at [phone number] or [email address]. I ask that you notify me of any duplication costs exceeding $500.00 before you duplicate the records so that I may decide which records I want copied.

I am sending a copy of this letter to the San Francisco City Attorney to help encourage a speedy determination, and I would likewise be happy to discuss my request with them at any time.

Thank you for your time and attention to this matter.

Sincerely,

[Your Name]

cc: Office of San Francisco City Attorney – cityattorney@sfcityatty.org