Public Records Request Form

Edwin M. Lee
Mayor

Mohammed Nuru
Director

San Francisco Public Works
1 Dr. Carlton B. Goodlett Pl.
Room 348
San Francisco, CA 94102
tel 415-554-6920

sfpublicworks.org
facebook.com/sfpublicworks
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TO: Custodian of Records
San Francisco Public Works
1 Dr. Carlton B Goodlett Place, Room 348
San Francisco, CA
Fax: 415-554-6944
Phone: 415-554-6993
Email: Frank.W.Lee@sfdpw.org

Date: _____

Requester Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Email: _____

Records Requested (please be as specific and detailed as possible):

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☐ I would like assistance identifying the records Public Works might or might not keep regarding this request. Please contact me to discuss at the contact info listed above.

Please note: We will attempt to email any responsive documents to you. There is no charge for documents transmitted via email. Files too large to email can be burned onto a CD for $3.00. Please let us know if you would prefer hard copies. Hard copies of any 8.5x11 documents cost $0.10 per copy. Larger or color copies may cost more. CDs or hard copies can be picked up at our address above or mailed. Postage would be extra.