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 94102
Fax: 415-554-6944
Phone: 415-554-6950
Email: David.Steinberg@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 at the contact info listed above.

Please note: We will attempt to email any responsive documents. There is no charge for documents transmitted via email. Files too large to email can be burned onto a CD for $1 or loaded onto a flash drive for $4. Please let us know if you would prefer hard copies. Hard copies of 8.5x11 documents cost $0.10 per copy. Larger or color copies may cost more. CDs, flash drives or hard copies can be picked up at our address above or mailed. Fees for duplication are subject to change and postage is extra.