

Via email to: sotf@sfgov.org ; arecordsrequestor@protonmail.com

RE: SOTF Complaint # _____

To the Sunshine Ordinance Task Force and the Anonymous Complainant:

The undersigned agency and its department head/elected official (“Respondents”) accept responsibility for not providing all records and responses in this complaint in accordance with the full provisions of the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code).

The Respondents commit to providing public records to all requesters in accordance with the Sunshine Ordinance, and Respondents specifically agree to do all of the following, whether or not requesters specifically demand them or file complaints:

- timely respond to immediate disclosure requests by providing an initial response the next business day (SFAC 67.25(a))
- refrain from citing any exemption justification prohibited locally (SFAC 67.27(a), 67.24)
- key each masking, deletion, and segregation (commonly called redaction) of an exempt part of a record by a footnote or other clear reference to a justification valid under SFAC 67.27 (SFAC 67.26)

Respondents agree to both publish this signed letter on a public part of their website and link to the letter from their Public Records, Contact, or similar webpage for at least two years.

Respondents understand that the Complainant intends to withdraw the above-numbered complaint based on these representations made to both the SOTF and Complainant and commitments undertaken by Respondents.

Agency: _____

Official/Dept Head: _____

Signature: _____

Date: _____

By: _____

Its: _____