



PUBLIC RECORD REQUEST FORM

In accordance with the California Public Records Act (CPRA), the Richard McKee Transparency Act of 2011, and Education Code Section 89913 *et seq.*, Associated Students of San Francisco State University fulfills requests for disclosable information that can legally be made public. Many public record documents can be found on our website (asi.sfsu.edu) but, in certain instances, records must be compiled into a disclosable form prior to fulfilling a request. In order to better fulfill requests for public records, please provide the following information so that our staff can further assist you.

From which Department/ Program are records being requested? Note that distinct requests must be filed individually (select one).

- | | |
|---|---|
| <input type="checkbox"/> Board of Directors | <input type="checkbox"/> Executive Office |
| <input type="checkbox"/> Business, Administration and Finance | <input type="checkbox"/> Human Resources |
| <input type="checkbox"/> Marketing and Communications | <input type="checkbox"/> Facilities and Operations |
| <input type="checkbox"/> Programs | <input type="checkbox"/> Art Gallery |
| <input type="checkbox"/> AS Productions | <input type="checkbox"/> Depot |
| <input type="checkbox"/> Early Childhood Education Center | <input type="checkbox"/> Other (please specify) _____ |

Describe the documents being requested in a specific manner so that our staff can fulfill the request. The more specific the description, the easier it is for our team to provide you with the requested documents in a timely manner. For example, "I am requesting 990 forms from fiscal years 2016-2017 and 2017-2018 for the Early Childhood Education Center."

In what format would you like the requested document(s)?

- | | |
|--|----------------------------------|
| <input type="checkbox"/> Hard Copy (fee \$0.10 per page) | <input type="checkbox"/> Digital |
|--|----------------------------------|

Please provide the following information so that our staff can contact you regarding your request.

Name: _____

Email: _____

Please email the completed form to publicrequests@asi.sfsu.edu; someone from our staff will be in touch regarding your request promptly. Thank you!