



Gavin Newsom  
Mayor

**Department of Emergency Management**  
1011 Turk Street, San Francisco, CA 94102

Division of Emergency Communications  
Phone: (415) 558-3800 Fax: (415) 558-3843

Division of Emergency Services  
Phone: (415) 487-5000 Fax: (415) 487-5043



Vicki L. Hennessy  
Executive Director

**PUBLIC RECORDS REQUEST FORM**

(San Francisco Sunshine Ordinance, Administrative Code §67.1 et.seq.)

**San Francisco Department of Emergency Management**  
**Custodian of Records Office**  
1011 Turk Street  
San Francisco, CA 94102  
FAX: (415) 558-3869

**Requester Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Records Requested:** (Please provide a reasonable description of the specific records. For dispatch records, please provide the CAD and Case numbers (if known) and the date, time and location of the incident, and specify whether you are seeking the CAD printout, telephone audio and/or radio audio.)


**Method of Delivery:** (please check the requested method of delivery.)

<input type="checkbox"/>	I would like to <b>inspect</b> the records. Please advise me when the records are available for inspection at a location designated by the Department of Emergency Management.
<input type="checkbox"/>	I would like to <b>pick up</b> copies of the records from Department of Emergency Management Headquarters. Please advise me when the records are ready. I understand that I must pay any applicable fees before the Department will release the copies to me.
<input type="checkbox"/>	Please <b>mail</b> the records to the address above. I understand that I must pay any applicable fees before the Department will send the records.
<input type="checkbox"/>	If less than 10 pages, please <b>fax</b> the document to: NOTE: Please also check an alternative method for the Department to use if it cannot send the records by fax.
<input type="checkbox"/>	If the records are in electron form, and if consistent with Department of Emergency Management procedures, please <b>email</b> the records to the following email address: _____ NOTE: Please also check an alternative method for the Department to use if it cannot send the records electronically. The Department does not email files.

**Fee Schedule:**

Audio Files: \$35.00 per CD (most requests for audio files use no more than one CD)  
Other Records: No charge if less than 100 pages, 10 cents a page if more than 100 pages.