



BRANCH OF
DEDSEC SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES
DedSecSF.org/hr
(628) 333-4490;104
HR@dedsecsf.org



Name (First Name, Last Name) optional

Phone Number optional

Email Address (required for delivery)

Company or Organization optional

Records Requested (Please indicate specific dates, times, records. Do not use vague language)

EXTRAORDINARY REQUESTS, SERVICE FEES, AND REVENUE COLLECTION

A service fee may be charged for the requester of the records, on the actual cost for labor costs of personnel providing the services. Requests listed as “subject to revenue collection” mean that such records will only be produced for a fee that the Human Resources Department in collaboration with the Financial Control Authority deem appropriate.

SUBMISSION OF THIS FORM

You can complete this form using Adobe Acrobat. Please email this completed form in a Portable Document Format (“PDF”) file to the Department of Human Resources at HR@dedsecsf.org

You will receive a response to your request within twenty (20) business days upon submission of your request. If records are facilitated, they will be emailed. In-person pickups of records at 3840 18th St, San Francisco, CA 94114 may sometimes be available depending on the Dept. of Human Resources.