

## Requesting Records of the Federal Reserve Bank of San Francisco

To request records of the San Francisco Fed, please send an email to [SF.InfoRequests@sf.frb.org](mailto:SF.InfoRequests@sf.frb.org) with the following information **included in the body of the email:**

- + The name and address of the person filing the request, and a telephone number at which the requester can be reached during business hours.
- + A clear description of the records requested. The description must be sufficiently detailed so that Bank staff can identify and locate the records without undue difficulty.
- + If the request is related to any pending litigation, please include the name of the pending litigation, the court, and its location.
- + The agreement of the requester to pay the Bank for any fees owed in accordance with the Fee Schedule contained in [Appendix A of the Transparency and Accountability Policy](#). If the requester is seeking a fee waiver, please note that in the email and include supporting rationale.

Please do NOT include any attachments in your email. They will not be opened.

Once you submit your request by email, you should receive a confirmation email with additional information about response timing.

The full Transparency and Accountability Policy can be found [here](#).