

Guide to Public Records Portal:

Contracts/Agreements



<https://www.cityofsanrafael.org/public-records/>

Public Records

Welcome to our online Public Records Portal. You can search, browse or use our advanced search function to find public records.

If you are unable to locate the records you are searching for, it is possible they are not available online. Feel free to [contact the City Clerk's Office](#) at (415) 485-3066.



Public Records Portal

Select the search button:



Public Records Portal

Enter a key word below to start your search.

Agendas, Minutes, Resolutions & Ordinances

- Agendas
- Minutes
- Ordinances
- Resolutions
- Contracts
- Staff Reports

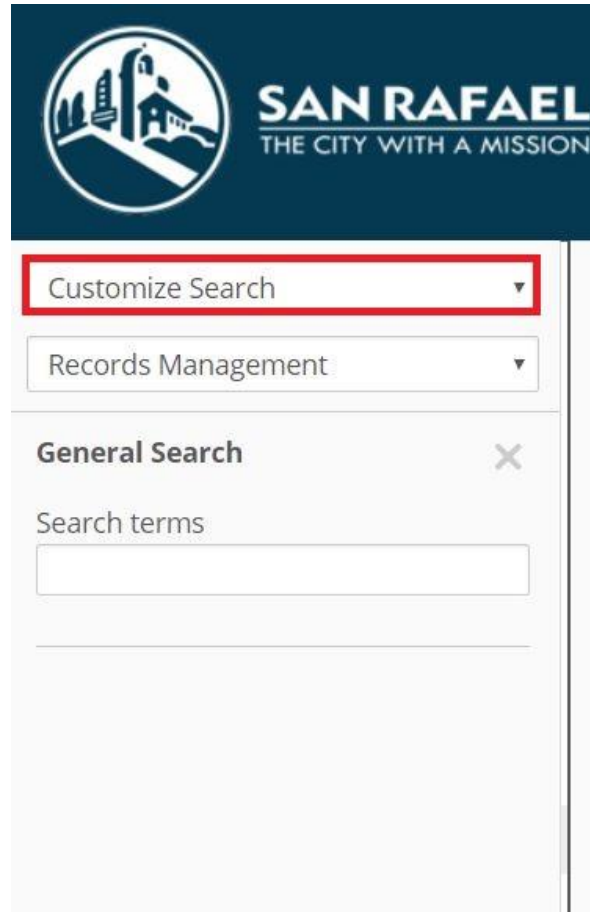
City Clerk

- Contracts
- Files
- Council Policies

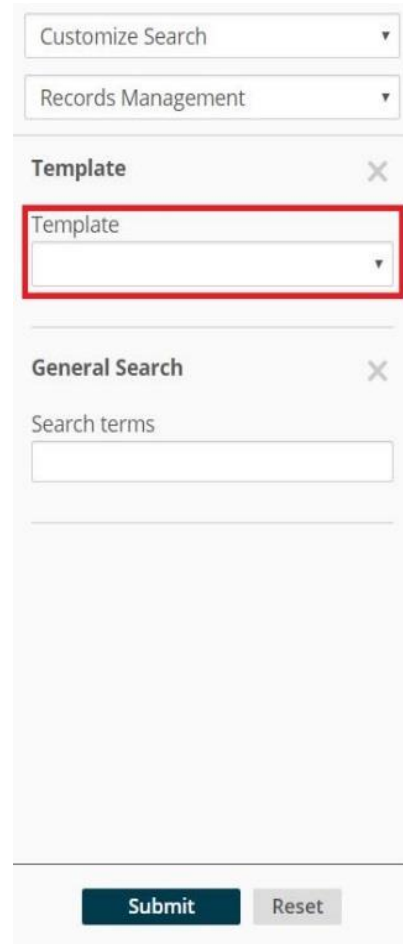
Public Works

- Work Orders
- Miscellaneous

Use the 'Customize Search' dropdown and select 'Template':



Use the 'Template' dropdown and select 'Text' and the document type you are searching for. For example, select 'Contracts and Agreements':



The image shows a vertical sidebar search interface. At the top, there are two dropdown menus: 'Customize Search' and 'Records Management'. Below these is a section titled 'Template' with a close button (X). Inside this section, a dropdown menu is open, showing the word 'Template' and a downward arrow. This dropdown menu is highlighted with a red rectangular border. Below the 'Template' section is another section titled 'General Search' with a close button (X). It contains a text input field labeled 'Search terms'. At the bottom of the sidebar, there are two buttons: 'Submit' (dark blue) and 'Reset' (light grey).

Use the Text search to search for a specific term, or to search for terms you know to be near each other. For example, Gallinas or Freitas would produce excessive hits, while Gallinas within 10 words of Freitas would narrow your results:

Text ×

Terms

Terms And Or Not

Within

Within

10

Words ▾

Use the Contract template to narrow your search results by date range, contractor or department:

Customize Search ▾

Records Management ▾

Template
Contracts & Agreements ▾

File No.

Date - Meeting

from

to

Effective Date

from

to

Contractor

Department

Approval

Submit Reset

Select 'Submit':

Customize Search ▾

Records Management ▾

Template

Contracts & Agreements ▾

File No.

Date - Meeting

from

to

Effective Date

from

to

Contractor

Department

Public Works ▾

Approval

Submit

Reset