



Karen Sakata, Superintendent of Schools

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## DISTRICT BUSINESS SERVICES

To: District Business Officials  
Contra Costa County School Districts

From: Christine Rea  
Manager, District Business Services

Date: November 16, 2015

Subject: **Filing of Statement of Facts for Roster of Public Agencies**

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Government Code Section 53051 requires that following a governing board's annual organizational meeting, every public agency must file an amended Statement of Facts with both the Secretary of State and the County Clerk, should any changes take affect to the members of the governing board.

The amended Statement of Facts must be filed within ten days of the board's annual organizational meeting.

Please complete two of the attached form and submit an original to each of the following addresses:

Secretary of State  
P.O. Box 942877  
Sacramento, CA 94277-0001

County Clerk  
Contra Costa County  
555 Escobar Street  
Martinez, CA 94553

Please send a copy of the form and a copy of your scheduled regular board meetings to our office.

**The address below retrieves the form so you can type directly onto it.**

<http://bpd.cdn.sos.ca.gov/sf/forms/np-sf-405.pdf>

Attachment  
DBS General Bulletin 014 15-16  
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