



**Los Angeles County
Office of Education**

**INFORMATIONAL
BULLETIN # 5291**

9300 Imperial Highway, Downey, California 90242-2890 • (562) 922-6111

Debra Duardo, M.S.W., Ed.D., *Superintendent*

November 12, 2020

TO: Superintendents and Presidents
Los Angeles County School and Community College Districts

FROM: Octavio Castelo, Director
Business Advisory Services

SUBJECT: Filing of Registry of Public Agencies (previously referred to as the Statement of Facts)

This bulletin is provided as a reminder that, following a governing board's annual organizational meeting, every public agency is required to file an amended "Registry of Public Agencies" (previously referred to as the Statement of Facts) (Attachment 1).

Government Code (GC) §53051 (Attachment 2) requires every public agency to file form SF-405 (previously known as form NPSF 405) with both the Secretary of State and the Los Angeles County Registrar-Recorder/County Clerk within 10 days of changes occurring in information about the board. The form must specify the full legal name and official mailing address of the agency and the name, title, and address of the president, clerk, and each member of the governing board. These statements are maintained at the state and county level as part of a "Registry of Public Agencies."

The amended statement must be filed within ten days of your board's annual organizational meeting. For most districts, organizational meetings must be held within 15 days after the *second* Friday in December per A.B. 2449, which is December 26, 2020. **For districts with November elections, the organizational meeting must be held on or after the second Friday in December. If your district is governed by a city charter, the original documents are due 30 days after the annual election or annual organizational meeting (as specified by the city charter), whichever occurs later.**

To comply with GC §53051, please:

- complete the Registry of Public Agencies (previously called Statement of Facts)
- retain one copy for your files
- send one copy to **each** of the agencies listed below:

**Secretary of State
Special Filings Unit
P.O. Box 942870
Sacramento, CA 94277-2870**

**Los Angeles County Registrar-Recorder/County Clerk
12400 Imperial Highway
Norwalk, CA 90650**

NOTE: PLEASE DO NOT SEND A COPY OF THIS DOCUMENT TO THE LOS ANGELES COUNTY OFFICE OF EDUCATION (LACOE). WE REQUIRE THE FILING OF OTHER DOCUMENTS THAT CONTAIN GOVERNING BOARD INFORMATION, BUT THIS DOCUMENT IS NOT ONE OF THEM.

This bulletin and its attachments are available on the LACOE website at the following address:

www.lacoe.edu/bulletins.aspx

Use the “Search” function to locate a specific bulletin by number or keyword.

If you have any questions, please call Dr. Allison Deegan at (562) 922-6336.

OC/AD/EH:ah

Attachments

Approved:

Patricia Smith

Chief Financial Officer



Secretary of State
Registry of Public Agencies
(Government Code section 53051)

SF-405

IMPORTANT — [Read Instructions](#) before completing this form.

There is **No Fee** for a Registry of Public Agencies filing

Copy Fees – First page \$1.00; each attachment page \$0.50;
Certification Fee - \$5.00

This Space For Office Use Only

1. Type of Filing (Check one.)

- ☐ Initial Filing (first Registry of Public Agencies filing for an agency)
☐ Updated Filing (change to an existing Registry of Public Agencies record)

2. Agency Information

a. Full Legal Name of Public Agency

b. Nature of Update (complete if Updated Filing)

c. County

d. Official Mailing Address

3. Chairperson, President, or Other Presiding Officer

a. Name

b. Title

c. Business or Residence Address

4. Clerk or Secretary

a. Name

b. Title

c. Business or Residence Address

5. Other Members of the Governing Board (Enter as many as applicable. Attach additional pages for additional members.)

Name

Business or Residence Address

Name

Business or Residence Address

Name

Business or Residence Address

Name

Business or Residence Address

Name

Business or Residence Address

6. Date and Sign Below (Additional members set forth on attached pages, if any, are incorporated herein by reference and made part of this Form SF-405, Registry of Public Agencies.)

Date

Signature

Type or Print Name

Instructions for Completing the Registry of Public Agencies (Form SF-405)

The governing body of a public agency is required, within 70 days after the commencement of the agency's legal existence, to file a specified statement of facts about the agency with the Secretary of State. This information is also required to be updated within 10 days of a change to it.

Fees:

- **Filing Fee:** There is **no fee** for a Registry of Public Agencies filing.

Copies: To obtain copies or certified copies of the filed document, include payment for copy fees and certification fees at the time the document is submitted. Copy fees are \$1.00 for the first page and \$0.50 for each additional page. For certified copies, there is an additional \$5.00 certification fee, per copy.

Payment Type: Check(s) or money orders should be made payable to the Secretary of State. **Do not send cash by mail.** If submitting the document in person in our Sacramento office, payment also may be made by credit card (Visa or Mastercard).

If you are not completing this form online, please **type or legibly print** in black or blue ink. **Complete the Registry of Public Agencies (Form SF-405) as follows:**

Item	Instruction	Tips
1.	You must check the appropriate box (check one).	<ul style="list-style-type: none">• If this is the first Registry of Public Agencies filing for an agency, check "Initial Filing".• If this is a change to an existing Registry of Public Agencies record, check "Updated Filing".
2a.	Enter the full legal name of the public agency.	
2b.	Indicate the nature of the update if this is an updated filing.	<ul style="list-style-type: none">• Leave this blank for initial filings.• For updated filings, list information that has changed.
2c.	Enter the county or counties in which the agency operates.	<ul style="list-style-type: none">• List as many as applicable. If additional space is required, attach additional pages.
2d.	Enter the agency's official mailing address.	<ul style="list-style-type: none">• The complete address is required, including the street name and number, city, state, and zip code.• P.O. box is acceptable.
3a.	Enter the Chairperson, President, or Other Presiding Officer's name.	
3b.	Enter the Chairperson, President, or Other Presiding Officer's official title.	<ul style="list-style-type: none">• Include the full official title.
3c.	Enter the Chairperson, President, or Other Presiding Officer's business or residence address.	<ul style="list-style-type: none">• A complete address is required, including the street name and number, city, state, and zip code.
4a.	Enter the Clerk or Secretary's name.	
4b.	Enter the Clerk or Secretary's official title.	<ul style="list-style-type: none">• Include the full official title.

4c.	Enter the Clerk or Secretary's business or residence address.	<ul style="list-style-type: none"> • A complete address is required, including the street name and number, city, state, and zip code.
5.	Enter the name and business or residence of any other members of the agency's governing board, if applicable.	<ul style="list-style-type: none"> • A complete address is required, including the street name and number, city, state, and zip code. • Attach additional pages if additional space is required.
6.	Date, sign, and print the name of the individual completing the form.	

Where to File: Completed forms along with the applicable fees, if any can be mailed to Secretary of State, Special Filings Unit, P.O. Box 942870, Sacramento, CA 94277-2870 or delivered in person (drop off) to the Sacramento office, 1500 11th Street, 2nd Floor, Sacramento, CA 95814. This form is filed only in the Sacramento office.

Legal Authority: General statutory filing provisions are found in Section [53051](#). All statutory references are to the California Government Code, unless otherwise stated.

**Los Angeles County Office of Education
Business Advisory Services**

Government Code §53051

Information Concerning Public Agency and Members of Governing Board

- (a) Within seventy (70) days after the date of commencement of its legal existence, the governing body of each public agency shall file with the Secretary of State on a form prescribed by the Secretary of State and also with the County Clerk of each county in which the public agency maintains an office, a statement of the following facts:
 - 1. The full legal name of the public agency.
 - 2. The official mailing address of the governing body of the public agency.
 - 3. The name and residence or business address of each member of the governing body of the public agency.
 - 4. The name, title, and residence or business address of the chairman, president, or other presiding officer, and clerk or secretary of the governing body of such public agency.
- (b) Within ten (10) days after any change in the facts required to be stated pursuant to subdivision (a), an amended statement containing the information required by subdivision (a) shall be filed as provided therein. The information submitted to the Secretary of State shall be on a form prescribed by the Secretary of State.
- (c) It shall be the duty of the Secretary of State and of the County Clerk of each county to establish and maintain an indexed "Roster of Public Agencies," to be so designated, which shall contain all information filed as required in subdivisions (a) and (b), which roster is hereby declared to be a public record.