

Date: July 27, 2010

Item No. 11-13

File No. 10026

SUNSHINE ORDINANCE TASK FORCE

AGENDA PACKET CONTENTS LIST*

- Ray Hartz v City Attorney's Office**
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Completed by: Chris Rustom

Date: July 22, 2010

***This list reflects the explanatory documents provided**

~ Late Agenda Items (documents received too late for distribution to the Task Force Members)

** The document this form replaces exceeds 25 pages and will therefore not be copied for the packet. The original document is in the file kept by the Administrator, and may be viewed in its entirety by the Task Force, or any member of the public upon request at City Hall, Room 244.



DENNIS J. HERRERA
City Attorney

JANA CLARK
Deputy City Attorney

Direct Dial: (415) 554-3968
Email: jana.clark@sfgov.org

**MEMORANDUM
PRIVILEGED AND CONFIDENTIAL**

TO: Sunshine Ordinance Task Force
FROM: Jana Clark
Deputy City Attorney
DATE: July 22, 2010
RE: *Ray Hartz v. City Attorney's Office*

COMPLAINT

THE COMPLAINANT ALLEGES THE FOLLOWING:

Complainant Ray Hartz alleges that the San Francisco City Attorney's Office ("CAO") has failed to comply with the requirements of Administrative Code § 67.29 by failing to provide the City Administrator with a *meaningful* index of records for CAO records on the City's website.

COMPLAINANT FILES COMPLAINT:

On May 25, 2010, Mr. Hartz filed a complaint against the CAO.

JURISDICTION

The CAO is a department of the City; and, therefore, the Task Force has jurisdiction to determine whether there was a violation.

APPLICABLE STATUTORY SECTION(S):

Section 67 of the San Francisco Administrative Code:

Section 67.29 of the Sunshine Ordinance governs the establishment by the City departments and commissions of an Index of Records.

APPLICABLE CASE LAW:

none.

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TO: Sunshine Ordinance Task Force
DATE: July 22, 2010
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RE: *Ray Hartz v. City Attorney's Office*

ISSUES TO BE DETERMINED:**Contested Facts:**

Complainant alleges that, at the time of his complaint, the CAO failed to comply with the requirements of Administrative Code § 67.29 by failing to provide the City Administrator with a meaningful index of records on the City's website. Mr. Hartz alleges that the index has associated links and that clicking on those links gives no additional information. Mr. Hartz alleges further that without additional information on the respective links, the index is the equivalent of a retention schedule. Mr. Hartz alleges further that the index does not set out the manner of organization of information to aid access to make an inquiry or a request to inspect. Mr. Hartz attaches to his complaint what he represents to be the CAO's index of records and the subsequent pages he claims show the results of clicking on the respective links on the index of records.

The CAO maintains that it cannot determine the basis for the complaint from the complaint or from language of the provision cited, Sunshine Ordinance Section 67.29.

APPLICABLE STATUTORY SECTION(S):

Section 67.29 of the Ordinance governs the maintenance of an Index of Records.

QUESTIONS THAT MIGHT ASSIST IN DETERMINING FACTS:

- Does the CAO agree with the facts alleged by Mr. Hartz in his complaint?
- Does Mr. Hartz dispute the facts alleged by the CAO in its response?

LEGAL ISSUES/LEGAL DETERMINATIONS:

- If the facts alleged by the CAO are true, was it in violation of § 67.29?

CONCLUSION

THE TASK FORCE FINDS THE FOLLOWING FACTS TO BE TRUE:

THE TASK FORCE FINDS THE ALLEGED VIOLATIONS TO BE TRUE OR NOT TRUE.

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DATE: July 22, 2010
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RE: *Ray Hartz v. City Attorney's Office*

**THE CALIFORNIA CONSTITUTION AS AMENDED BY PROPOSITION 59 IN 2004
PROVIDES FOR OPENNESS IN GOVERNMENT.**

Article I Section 3 provides:

- a) The people have the right to instruct their representative, petition government for redress of grievances, and assemble freely to consult for the common good.
- b)(1) The people have the right of access to information concerning the conduct of the people's business, and therefore, the meetings of public bodies and the writings of public officials and agencies shall be open to public scrutiny.
- 2) A statute, court rule, or other authority, including those in effect on the effective date of this subdivision that limits the right of access shall be adopted with findings demonstrating the interest protect by the limitation and the need for protecting that interest.
- 3) Nothing in this subdivision supersedes or modifies the right of privacy guaranteed by Section 1 or affects the construction of any statute, court rule, or other authority to the extent that it protects that right to privacy, including any statutory procedures governing discovery or disclosure of information concerning the official performance or professional qualifications of a peace officer.
- 4) Nothing in this subdivision supersedes or modifies any provision of this Constitution, including the guarantees that person may not be deprived of life, liberty, or property without due process of law, or denied equal protection of the laws, as provided by Section 7.
- 5) This subdivision does not repeal or nullify, expressly or by implication, any constitutional or statutory exception to the right of access to public records or meetings or public bodies that is in effect on the effective date of this subdivision, including, but not limited to, any statute protecting the confidentiality of law enforcement and prosecution records.
- 6) Nothing in this subdivision repeals, nullifies, supersedes, or modifies protections for the confidentiality of proceedings and records of the Legislature, the Members of the Legislature, and its employees, committee, and caucuses provided by Section 7 of Article IV, state law, or legislative rules adopted in furtherance of those provisions: nor does it affect the scope of permitted discovery in judicial or administrative proceedings regarding deliberations of the Legislature, the Members of the Legislature, and its employees, committees, and caucuses.

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**ATTACHED STATUTORY SECTIONS FROM CHAPTER 67 OF THE SAN
FRANCISCO ADMINISTRATIVE CODE (THE SUNSHINE ORDINANCE)
UNLESS OTHERWISE SPECIFIED**

Section 67.1 addresses Findings and Purpose

The Board of Supervisors and the People of the City and County of San Francisco find and declare:

- (a) Government's duty is to serve the public, reaching its decisions in full view of the public.
- (b) Elected officials, commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. The people do not cede to these entities the right to decide what the people should know about the operations of local government.
- (c) Although California has a long tradition of laws designed to protect the public's access to the workings of government, every generation of governmental leaders includes officials who feel more comfortable conducting public business away from the scrutiny of those who elect and employ them. New approaches to government constantly offer public officials additional ways to hide the making of public policy from the public. As government evolves, so must the laws designed to ensure that the process remains visible.
- (d) The right of the people to know what their government and those acting on behalf of their government are doing is fundamental to democracy, and with very few exceptions, that right supersedes any other policy interest government officials may use to prevent public access to information. Only in rare and unusual circumstances does the public benefit from allowing the business of government to be conducted in secret, and those circumstances should be carefully and narrowly defined to prevent public officials from abusing their authority.
- (e) Public officials who attempt to conduct the public's business in secret should be held accountable for their actions. Only a strong Open Government and Sunshine Ordinance, enforced by a strong Sunshine Ordinance Task Force can protect the public's interest in open government.
- (f) The people of San Francisco enact these amendments to assure that the people of the City remain in control of the government they have created.
- (g) Private entities and individuals and employees and officials of the City and County of San Francisco have rights to privacy that must be respected.

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TO: Sunshine Ordinance Task Force
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RE: *Ray Hartz v. City Attorney's Office*

However, when a person or entity is before a policy body or passive meeting body, that person, and the public, has the right to an open and public process.

Section 67.29 of Ordinance provides:

The City and County shall prepare a public records index that identifies the types of information and documents maintained by the City and County departments, agencies, boards, commissions, and elected officers. The index shall be for the use of City officials, staff and the general public, and shall be organized to permit a general understanding of the types of information maintained, by which officials and departments, for which purposes and for what periods of retention, and under what manner of organization for accessing, e.g. by reference to a name, a date, a proceeding or project, or some other referencing system. The index need not be in such detail as to identify files or records concerning a specific person, transaction or other event, but shall clearly indicate where and how records of that type are kept. Any such master index shall be reviewed by appropriate staff for accuracy and presented for formal adoption to the administrative official or policy body responsible for the indexed records. The City Administrator shall be responsible for the preparation of this records index. The City Administrator shall report on the progress of the index to the Sunshine Ordinance Task Force on at least a semi-annual basis until the index is completed. Each department, agency, commission and public official shall cooperate with the City Administrator to identify the types of records it maintains, including those documents created by the entity and those documents received in the ordinary course of business and the types of requests that are regularly received. Each department, agency, commission and public official is encouraged to solicit and encourage public participation to develop a meaningful records index. The index shall clearly and meaningfully describe, with as much specificity as practicable, the individual types of records that are prepared or maintained by each department, agency, commission or public official of the City and County. The index shall be sufficient to aid the public in making an inquiry or a request to inspect. Any changes in the department, agency, commission or public official's practices or procedures affecting the accuracy of the information provided to the City Administrator shall be recorded by the City Administrator on a periodic basis so as to maintain the integrity and accuracy of the index. The index shall be continuously maintained on the City's World Wide Website and made available at public libraries within the City and County of San Francisco.



DENNIS J. HERRERA
City Attorney

JANA CLARK
Deputy City Attorney

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**MEMORANDUM
PRIVILEGED AND CONFIDENTIAL**

TO: Sunshine Ordinance Task Force
FROM: Jana Clark
Deputy City Attorney
DATE: July 22, 2010
RE: *Nick Pasquariello v. Department of Technology (10034)*

COMPLAINT

THE COMPLAINANT ALLEGES THE FOLLOWING:

Complainant Nick Pasquariello ("Complainant") alleges that he made an Immediate Disclosure Request ("IDR") to Mr. Barry Fraser at the Department of Technology ("Department") for all contracts between the Bay Area Video Coalition ("BAVC") and Salesforce.com, Inc. dba Delaware Salesforce.com ("Salesforce") in accordance with the August 20, 2009 contract between the City and BAVC (Contract), and that the Department did not provide the requested information.

COMPLAINANT FILES COMPLAINT:

On June 28, 2010, Complainant files this Sunshine Complaint against the Department.

JURISDICTION:

The Bay Area Video Coalition, or BAVC (pronounced "bay-vac"), is a nonprofit media arts center under contract with the Department of Technology ("DT") to provide public access operations for the City. See http://sfgov.org/site/publicaccess_index.asp.

The Department does not contest jurisdiction.

APPLICABLE STATUTORY SECTION(S):

Section 12L of the Administrative Code governs public access to records and meetings of nonprofit organizations.

Section 67.24(e) of the Administrative Code governs disclosure of public information in the form of contracts, bids and proposals.

APPLICABLE CASE LAW:

None.

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RE: *Nick Pasquariello v. Department of Technology (10034)*

ISSUES TO BE DETERMINED**Uncontested Facts:**

Complainant alleges that he made an IDR to the Department for all contracts between BAVC and Salesforce and by June 24, 2010 had not received a response. Complainant sought those documents pursuant to article 12 (Disclosure of Information and Documents) and article 13 (Assignments and Subcontracting) of the Contract. Complainant did not provide a copy of the Contract. Section 12L.2 of the Sunshine Ordinance requires that all contracts between nonprofits and the City be subject to Chapter 12L of the Ordinance and imposes the requirements set forth in sections 12L.4 through 12L.7 of the Ordinance.

Contested Facts:

On June 28, 2010, on behalf of the Department, Mr. Fraser stated that the Department had no records responsive to the IDR.

QUESTIONS THAT MIGHT ASSIST IN DETERMINING FACTS:

- Does BAVC receive more than \$250,000 per year in City funds, such that it may be considered a "nonprofit organization" as defined by section 12L.3 of the Ordinance?
- Does the Contract include provisions imposing the requirements set forth in Sections 12L.4 through 12L.7 as required by section 12L.1 of the Ordinance?
- Does Article 13 of the Contract impose any additional disclosure requirements regarding "Assignments and Subcontracting"?
- Is Salesforce a subcontractor assigned to perform all or part of the Contract between the City and BAVC?
- Are there any documents responsive to the June 24, 2010 request?

LEGAL ISSUES/LEGAL DETERMINATIONS:

- Is BAVC a "nonprofit organization" as defined by section 12L.3 of the Ordinance?
- Are the documents sought by complainant required to be provided under Section 12L.5?
- Does Article 12 of the Contract require BAVC to comply with Section 67.24(e) of the Ordinance?
- Does Article 12 of the Contract require BAVC to provide the documents requested?
- If so, does that give the Task Force jurisdiction to adjudicate a violation of that contract provision?

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CONCLUSION

THE TASK FORCE FINDS THE FOLLOWING FACTS TO BE TRUE:

THE TASK FORCE FINDS THE ALLEGED VIOLATIONS TO BE TRUE OR NOT TRUE.

SAN FRANCISCO ADMINISTRATIVE CODE**SEC. 12L.5. PUBLIC ACCESS TO RECORDS.**

(a) Disclosure of Financial Information. Subject to Section 12L.5.(c), each nonprofit organization shall maintain and make available for public inspection and copying a packet of financial information concerning the nonprofit organization. The packet shall include, at a minimum, (1) the nonprofit organization's most recent budget as already provided to the City in connection with the nonprofit organization's application for, or in connection with the review and/or renewal of, the nonprofit organization's contract, (2) its most recently filed State and federal tax returns except to the extent those returns are privileged, and (3) any financial audits of such organization performed by or for the City and any performance evaluations of such organization performed by or for the City pursuant to a contract between the City and the nonprofit organization, to the extent that such financial audits and performance evaluations (i) are in the nonprofit organization's possession, (ii) may be publicly disclosed under the terms of the contract between the City and the nonprofit organization, and (iii) relate to the nonprofit corporation's performance under its contract with the City within the last two years. A member of the public may request additional financial information other than that described above, pursuant to Section 12L.5(b) herein; however, the provision of such additional financial information by a nonprofit organization shall be voluntary, not compulsory.

(b) Dispute Resolution. A member of the public who requests additional financial information other than that described in Section 12L.5(a), above, or who has a complaint concerning a nonprofit organization's compliance or noncompliance with this Chapter, may submit that request or complaint to the City agency or department which is a party to and/or which administers the nonprofit organization's contract. That City agency or department shall consider the request or complaint and shall recommend a resolution thereof in accordance with procedures established by that City agency or department. Following such consideration and recommendation, the member of the public or the nonprofit organization may seek an advisory opinion concerning the request or complaint from the Sunshine Ordinance Task Force, which that Task Force shall be authorized to provide; provided, however, that failure to seek such an advisory opinion from the Sunshine Ordinance Task Force shall not prejudice the right of the member of the public and/or the nonprofit organization to obtain a review of the City agency or department's recommendation by the Board of Supervisors as provided herein. The member of

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the public or the nonprofit organization may request that the Board of Supervisors review the recommendation of the City agency or department, which review shall be conducted in accordance with procedures established by the Board of Supervisors, provided that such request is made in writing to the Clerk of the Board of Supervisors within ten days of the issuance of the City agency or department's recommendation or the Sunshine Ordinance Task Force's advisory opinion, whichever is later. Subject to Section 12L.7. herein, the recommendation of the City agency or department, or the determination of the Board of Supervisors, with respect to any request or complaint by a member of the public shall be nonbinding upon the nonprofit organization.

SEC. 67.24. PUBLIC INFORMATION THAT MUST BE DISCLOSED.**(e) Contracts, Bids and Proposals**

(1) Contracts, contractors' bids, responses to requests for proposals and all other records of communications between the department and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit. All bidders and contractors shall be advised that information provided which is covered by this subdivision will be made available to the public upon request. Immediately after any review or evaluation or rating of responses to a Request for Proposal ("RFP") has been completed, evaluation forms and score sheets and any other documents used by persons in the RFP evaluation or contractor selection process shall be available for public inspection. The names of scorers, graders or evaluators, along with their individual ratings, comments, and score sheets or comments on related documents, shall be made immediately available after the review or evaluation of a RFP has been completed.



SUNSHINE ORDINANCE TASK FORCE
 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102
 Tel. (415) 554-7724; Fax (415) 554-7854
 http://www.sfgov.org/sunshine

SUNSHINE ORDINANCE COMPLAINT

Complaint against which Department or Commission CITY ATTORNEY

Name of individual contacted at Department or Commission N/A

Alleged violation public records access
 Alleged violation of public meeting. Date of meeting N/A

Sunshine Ordinance Section 67.29 INDEX OF RECORDS
 (If known, please cite specific provision(s) being violated)

Please describe alleged violation. Use additional paper if needed. Please attach any relevant documentation supporting your complaint.

CITY ATTORNEY HAS FAILED, IN ANY MEANINGFUL WAY, TO COMPLY WITH SECTION 67.29.

Do you want a public hearing before the Sunshine Ordinance Task Force? yes no
 Do you also want a pre-hearing conference before the Complaint Committee? yes no

(Optional)¹ Name RAY W HARTZ, JR Address 839 LOMENOWETH ST #304

Telephone No. (415) 345-9144 E-Mail Address RWHARTZJR@SACGLOBAL.NET

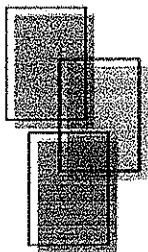
Date 5/25/10 Ray W Hartz
 Signature

I request confidentiality of my personal information. yes no

¹ NOTICE: PERSONAL INFORMATION THAT YOU PROVIDE MAY BE SUBJECT TO DISCLOSURE UNDER THE CALIFORNIA PUBLIC RECORDS ACT AND THE SUNSHINE ORDINANCE, EXCEPT WHEN CONFIDENTIALITY IS SPECIFICALLY REQUESTED. YOU MAY LIST YOUR BUSINESS/OFFICE ADDRESS, TELEPHONE NUMBER AND E-MAIL ADDRESS IN LIEU OF YOUR HOME ADDRESS OR OTHER PERSONAL CONTACT INFORMATION. Complainants can be anonymous as long as the complainant provides a reliable means of contact with the SOTF (Phone number, fax number, or e-mail address).

SFGOV

S F G O V

[Return to Index of Records Home Page](#)

THE CITY & COUNTY OF SAN FRANCISCO

INDEX OF RECORDS**For City Attorney**

Contact: Marisa Moret
Phone: 554-5957

[Select this link for Website Location](#)**INDEX OF RECORDS FOR City Attorney**

- [Accident - Injury Reports](#)
- [Administrative Files](#)
- [Attorney Time Sheets \(on-line\)](#)
- [Audio Tapes \(Board of Supervisors Closed Sessions- Litigation\)](#)
- [Bond Issues](#)
- [Bond Water Agreements](#)
- [Bond Bond Transcript](#)
- [Brief Banks \(various teams\) \(copy\)](#)
- [Budget Documents/Work Papers \(copy\)](#)
- [C.A. Advice Letter Database](#)
- [Cal Compensation Cases](#)
- [Calendars - Prop G](#)
- [California Attorney General Reports](#)
- [Case Files - Active](#)
- [Case Files - Closed - Cases Involving Long Term Public Contracts](#)
- [Case Files - Closed - Civil Rights/Employment/Tax](#)
- [Case Files - Closed - Code Enforcement](#)
- [Case Files - Closed - General Litigation](#)
- [Case Files - Closed - Significant Litigation \(consumer fraud/class action/challenges to City laws\)](#)
- [Case Files - Closed - Worker's Compensation](#)
- [Child Dependency Files](#)
- [Chronological Files](#)
- [City Attorney Annual Report](#)
- [City Attorney Opinions/Index](#)
- [Civil Service Rules \(copy\)](#)

<http://mission.sfgov.org/cgi-bin/sunindex/getData.cgi?docColor=deptsonly&dept=cityattor...> 5/25/2010

Unfortunately the page you are looking for cannot be found or no longer exists. Broken links occur occasionally because the City's web site is composed of many web sites maintained by separate agencies over which we have no control.

In general our site is easy to navigate and organized in simple categories:

- **Citizen** : in this section you will find information and services useful primarily to those who live in San Francisco, from culture to education, from health to transportation, etc.;
- **Business** : in this section you will find information and services useful primarily to businesses or those who work in San Francisco;
- **Visitor** : in this section we have placed general information that is of most value to those who want to visit or learn more about San Francisco;
- **Government** : in this section we have aggregated content that relates to the City's agencies and institutions and the City's codes and legislation;
- **Online Services** : in this section Citizens and Business will find access to a variety of City's transactions that can be completed online.

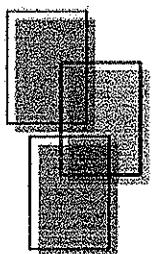
Thanks for your interest in the City and County of San Francisco!

[Contact SFGov](#)

[Accessibility](#)

[Policies](#)

City and County of San Francisco ©2000-2010



[Return to Index of Records Home Page](#)

THE CITY & COUNTY OF SAN FRANCISCO **INDEX OF RECORDS**

City Attorney

Contact: Marisa Moret at 554-5957

Website: http://www.sfgov.org/site/cityattorney_index.asp

Department or
Department/Division:

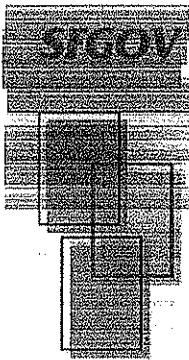
Record Category: GENERAL AND ADMINISTRATIVE RECORDS

Record Title or
Description: Administrative Files

On Site
Storage Period: 2 Years

Off Site
Storage Period: 1 Year

Additional Information:



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THE CITY & COUNTY OF SAN FRANCISCO

INDEX OF RECORDS

City Attorney

Contact: Marisa Moret at 554-5957

Website: http://www.sfgov.org/site/cityattorney_index.asp

Department or
Department/Division:

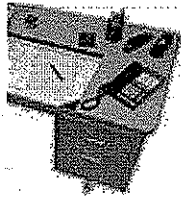
Record Category: PERSONNEL/HR RECORDS

Record Title or
Description: Accident - Injury Reports

On Site
Storage Period: 2 Years

Off Site
Storage Period: 5 Years

Additional Information:



Jack
Song/CTYATT@CTYATT
07/08/2010 04:32 PM

To SOTF/SOTF/SFGOV@SFGOV
cc
bcc
Subject RE: Complaint No. #10026_Ray Hartz v City Attorney's Office

Honorable Members
Complaint Committee
Sunshine Ordinance Task Force
Office of the Clerk, Board of Supervisors
Room 244, City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Re: Complaint No. #10026_Ray Hartz v City Attorney's Office

Dear Members of the Complaint Committee,

Complainant Ray Hartz has submitted a complaint to the Sunshine Ordinance Task Force. He complains, without further explanation, as follows:

"City Attorney has failed, in any meaningful way, to comply with Section 67.29."

The complainant does not explain why he thinks that the City Attorney's Office has failed to comply with Sunshine Ordinance Section 67.29. Further, it is not obvious from reviewing that provision what the alleged basis for the complaint is. Accordingly, this office does not have sufficient information to respond to the alleged violation.

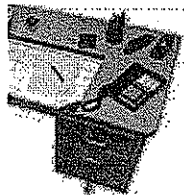
The City Attorney's Office is seeking a pre-hearing conference before the Complaint Committee under Rule B.6 of the Sunshine Ordinance Task Force Public Complaint Procedure to assist this office in determining on what basis the complainant believes that this office is not complying with Section 67.29. While we are not contesting the Task Force's jurisdiction to review a complaint alleging a violation of Section 67.29, and do not seek a hearing before the Complaint Committee to discuss jurisdiction, we request a hearing before the Complaint Committee to gain an understanding of the specific basis for the complaint.

Thank you for your consideration.

Best regards,

JACK SONG
Public Information Officer

OFFICE OF CITY ATTORNEY DENNIS HERRERA
San Francisco City Hall, Room 234



Jack
Song/CTYATT@CTYATT
07/12/2010 11:53 AM

To SOTF/SOTF/SFGOV@SFGOV
cc rwhartzjr@sbcglobal.net
bcc
Subject Re: SOTF hearing reminder: #10026_Ray Hartz vs City
Attorney's Office

Honorable Members
Complaint Committee
Sunshine Ordinance Task Force
Office of the Clerk, Board of Supervisors
Room 244, City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Re: Complaint No. #10026_Ray Hartz v City Attorney's Office

Dear Members of the Complaint Committee,

Attached is a copy of 'Office of City Attorney Record Retention and Destruction Policy'
in connection with Mr. Hartz's complaint.



HartzDoc.pdf

JACK SONG
Public Information Officer

OFFICE OF CITY ATTORNEY DENNIS HERRERA
San Francisco City Hall, Room 234
1 Dr. Carlton B. Goodlett Place
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Matt
Dorsey/CTYATT@CTYATT
07/13/2010 10:58 AM

To SOTF/SOTF/SFGOV@SFGOV, rwhartzjr@sbcglobal.net
cc Jack Song/CTYATT@CTYATT
bcc
Subject SOTF hearing matter: #10026_Ray Hartz vs City Attorney's
Office

It just came to my attention that a scanning mistake resulted in a document being sent to you yesterday that included odd-numbered pages, but that inadvertently omitted even-numbered pages. Please find attached the complete copy of the document we intended to provide yesterday.

I will be the City Attorney's authorized representative at this afternoon's hearing, and I look forward to ascertaining more detail to understand the basis for the aforementioned complaint.

Best,
MATT DORSEY
Press Secretary

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San Francisco City Hall, Room 234
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CITYATTY-RECORD-RETENTION.PDF

OFFICE OF THE CITY ATTORNEY
RECORD RETENTION AND DESTRUCTION POLICY

The City Attorney hereby adopts this Record Retention and Destruction Policy pursuant to Chapter 8 of the San Francisco Administrative Code. This policy supersedes all previous record retention and destruction policies issued by this office. This policy covers all records and documents, regardless of physical form or characteristics, made or received by the City Attorney's Office in connection with the transaction of public business. The purpose of this policy is to provide a system for managing the records of the City Attorney's Office, to safely store and retain those records that need to be retained, to comply with all applicable legal requirements regarding document retention and destruction, and to identify and establish guidelines for the destruction of those documents that are obsolete or for which retention is otherwise not required.

I: POLICY AND PROCEDURES

A. RETENTION POLICY

The City Attorney's Office shall retain documents for the period of their immediate or current use, unless longer retention is necessary to comply with contractual or legal requirements, the City Attorney has determined that a longer retention period is required for historical reference, or for other purposes as set forth below. For record retention and destruction purposes, the term "record" is defined as set forth in Section 8.1 of the San Francisco Administrative Code. Documents and other materials that do not constitute "records" under that section, including those described below in Category 4, may be destroyed when no longer needed, unless otherwise specified in Part II. Where appropriate, and with the City Attorney's written approval, team leaders may establish team retention policies that call for the retention of specific types of records for periods longer than the otherwise applicable period set forth in this policy. The records and documents of the City Attorney's Office shall be classified for purposes of retention and destruction as follows:

Category 1: Permanent Retention. Records that are permanent or essential shall be retained and preserved permanently.

- **Permanent records.** Permanent records are records required by law to be permanently retained and that are ineligible for destruction unless they are microfilmed or placed on an optical imaging system, with the film or tape placed in a State-approved storage vault, and a copy delivered to the City Attorney's Office. Admin. Code Section 8.4. Once these measures are followed, the original paper records may be destroyed. Duplicate copies of permanent records may be destroyed whenever they are no longer necessary for the efficient operation of the City Attorney's Office. Examples of permanent records include bond issues and annual reports.

- **Essential records.** Essential records are records necessary for the continuity of government and the protection of the rights and interests of individuals. Admin. Code Section 8.9. Examples of essential records include numbered City Attorney opinions, significant letter opinions and client advice letters.

Category 2: Current Records. Current records are records that for convenience, ready reference or other reasons are retained in the office space and equipment of the City Attorney's Office. Examples of current records include active

litigation and claims files, brief banks, chronological (chron) files, attorney form files, work- and legislative-assignment files, administrative files and personnel files. Current records shall be retained as follows:

- Where retention period specified by law. Where federal, state, or local law prescribes a definite period of time for retaining certain records, the City Attorney's Office will retain the records for the period specified by law. Examples of records required to be maintained for a specific period include copies of Conflict of Interest Form 700, which must be retained for 7 years pursuant to Government Code §81009(e), and accident-injury reports, which must be retained for 5 years pursuant to 29 CFR 1404.6.

- Where no retention period specified by law. Where no specific retention period is specified by law, the retention period for records that the department is required to retain shall be as specified in the attached Record Retention and Destruction Schedule. Records shall be retained for a minimum of two years, although such records may be treated as "storage records" and placed in storage at any time during the applicable retention period.

Category 3: Storage Records. Storage records are records that are retained off-site. Storage records are subject to the same retention requirements as current records, but are maintained at the City's off-site storage facility, or in storage facilities provided to the City Attorney by the Airport, the Port and Hetch Hetchy. Examples of storage records include closed case files and exhibits.

Category 4: No Retention Required. Documents and other materials that are not "records" as defined by Admin. Code section 8.1 need not be retained unless otherwise specified by local law. Documents and other materials (including originals and duplicates) that are not otherwise required to be retained, are not necessary to the functioning or continuity of the office, or have no legal significance may be destroyed when no longer needed. Examples include materials and documents generated for the convenience of the person generating them, draft documents (other than drafts of agreements subject to disclosure pursuant to Administrative Code section 67.24(a)) that have been superseded by subsequent versions, or rendered moot by departmental action, and duplicate copies of records that are no longer needed. Specific examples include telephone message slips, miscellaneous correspondence not requiring follow-up or departmental action, notepads, e-mails that do not contain information otherwise required to be retained under this policy, and library materials that have been superseded or that are no longer needed.

With limited exceptions, no specific retention requirements are assigned to documents in this category. Instead, it is up to the originator or recipient to determine when the document's business utility has ended.

B. RECORDS NOT ADDRESSED IN THE RECORD RETENTION SCHEDULE

Records and other documents or materials that are not required to be retained by law, and are not expressly addressed by the attached schedule may be destroyed at any time provided that they have been retained for the periods prescribed for substantially similar records. Current or storage records may be destroyed five years after they were created if they have served their purpose and are no longer required for any public business or public purpose, and destruction of the record has been approved by the Controller (for records pertaining to financial matters), the City Attorney (for records

having legal significance) and the Retirement Board (for payroll checks, time cards and related documents).

C. STORAGE OF RECORDS

Records may be stored in the City Attorney's office space or equipment if the records are in active use or are maintained in the office for convenience or ready reference. Examples of active files appropriately maintained in the City Attorney's office space or equipment include active chronological files, research and reference files, legislative drafting files, pending complaint files, administrative files and personnel files. Inactive records, for which use or reference has diminished sufficiently to permit removal from the City Attorney's office space or equipment, may be sent to the City's off-site storage facility or maintained in the City Attorney's storage facility.

Storage of records imposes considerable costs on the City Attorney's Office. Accordingly, records should be stored only when necessary, and should be promptly destroyed once the applicable retention period has passed and the records are no longer needed.

D. HISTORICAL RECORDS

Historical records are records that the City Attorney has determined are of historical interest or significance because of their age or research value even though the records are no longer of use to the City Attorney's Office. Historical Records may not be destroyed except in accordance with the procedures set forth in Administrative Code section 8.7.

E. DESTRUCTION OF RECORDS

It shall be the policy of the City Attorney's Office that once the requisite retention period for a record has passed, the record shall be destroyed unless there are particular circumstances that dictate that the record be retained. Team leaders may decide that records otherwise subject to this schedule are of sufficient importance to the mission of that team that the records should be retained.

It shall be the policy of the City Attorney's Office to work with contractors providing off-site storage of records to ensure that records are destroyed once the requisite time period for retention has passed.

F. RECORDS RELATING TO PENDING CLAIMS

It shall be the policy of the City Attorney's Office that records relating to pending claims that are otherwise eligible for destruction pursuant to this policy shall not be destroyed without the prior approval of the City Attorney or the Chief Trial Deputy.

APPROVALS

This Record Retention and Destruction Policy and attached Schedule are hereby approved:

Dennis J. Herrera
City Attorney

Date

Steve Kawa
Deputy Chief of Staff
Office of the Mayor

Date

Approved as to Records Relating to Financial Matters:

Ed Harrington
Controller

Controller staff

Date

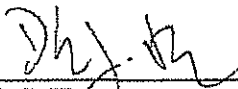
Approved as to Records Relating to Payroll Matters:

Clare M. Murphy
Executive Director
Retirement System

Date

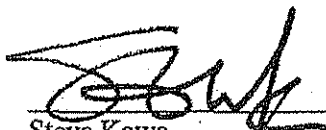
APPROVALS

This Record Retention and Destruction Policy and attached Schedule are hereby approved:



Dennis J. Herrera
City Attorney

5/31/06
Date



Steve Kawa
Deputy Chief of Staff
Office of the Mayor

6/20/06
Date

Approved as to Records Relating to Financial Matters:


Ed Harrington
Controller



Jeannie Wong
Controller staff

6/9/06
Date

Approved as to Records Relating to Payroll Matters:



Clare M. Murphy
Executive Director
Retirement System

6/30/2006
Date

Department Name: City Attorney
 Department Contact: Marisa Moret

Contact Phone Number: 554-5957

Record Category	TYPE OF RECORD	RETENTION CATEGORY	RETENTION PERIOD	On Site	Off Site	REMARKS
GENERAL AND ADMINISTRATIVE RECORDS	Administrative Files	Category 2	Total	2 Years	1 Year	
GENERAL AND ADMINISTRATIVE RECORDS	Attorney Time Sheets (on-line)	Category 2	3 Years	2 Years	Not Applicable	
GENERAL AND ADMINISTRATIVE RECORDS	Audio Tapes (Board of Supervisors Closed Sessions- Ligation)	Category 1	Permanently	10 Years	Permanently	
GENERAL AND ADMINISTRATIVE RECORDS	Bond Issues	Category 1	Permanently	Permanently	Not Applicable	
GENERAL AND ADMINISTRATIVE RECORDS	Bond Waiver Agreements	Category 1	Permanently	Permanently	Permanently	
GENERAL AND ADMINISTRATIVE RECORDS	Bond Bond Transcript	Category 1	Permanently	Permanently	Not Applicable	
GENERAL AND ADMINISTRATIVE RECORDS	Brief Banks (various teams) (copy)	Category 2	Later of 2 Years or of No Current Use	Later of 2 Years or of No Current Use	Not Applicable	
GENERAL AND ADMINISTRATIVE RECORDS	Budget Documents/Work Papers (copy)	Category 2	2 Years	2 Years	Not Applicable	
GENERAL AND ADMINISTRATIVE RECORDS	C.A. Advice Letter Database	Category 1	Permanently	Permanently	Not Applicable	
GENERAL AND ADMINISTRATIVE RECORDS	Cal Compensation Cases	Category 2	Later of 2 Years or of No Current Use	Later of 2 Years or of No Current Use	Not Applicable	
GENERAL AND ADMINISTRATIVE RECORDS	Calendars - Prop G	Category 4	2 Years	2 Years	Not Applicable	
GENERAL AND ADMINISTRATIVE RECORDS	California Attorney General Reports	Category 2	Later of 2 Years or of No Current Use	Later of 2 Years or of No Current Use	Not Applicable	
GENERAL AND ADMINISTRATIVE RECORDS	Case Files - Active	Category 2	Later of 2 Years or Case Closure	Later of 2 Years or Case Closure	Not Applicable	
GENERAL AND ADMINISTRATIVE RECORDS	Case Files - Closed - General Litigation	Category 3	5 Years	Not Applicable	5 Years	
GENERAL AND ADMINISTRATIVE RECORDS	Case Files - Closed - Cases Involving Long Term Public Contracts	Category 3	10 Years from date of contract expiration	Not Applicable	10 Years from date of contract expiration	
GENERAL AND ADMINISTRATIVE RECORDS	Case Files - Closed - Civil Rights/Employment/Tax	Category 3	Later of 20 Years or end of City employment of all parties	Not Applicable	Later of 20 Years or end of City employment of all parties	
GENERAL AND ADMINISTRATIVE RECORDS	Case Files - Closed - Significant Litigation (consumer fraud/class action/challenges to City laws)	Category 3	20 Years	Not Applicable	20 Years	
GENERAL AND ADMINISTRATIVE RECORDS	Case Files - Closed - Worker's Compensation	Category 3	30 Years	Not Applicable	30 Years	
GENERAL AND ADMINISTRATIVE RECORDS	Case Files - Closed - Code Enforcement Contract	Category 2	Later of 2 years or case closure	Later of 2 years or case closure	No applicable	
GENERAL AND ADMINISTRATIVE RECORDS	Child Dependency Files	Category 2	Later of 2 Years or Case Closure	Later of 2 Years or Case Closure	Not Applicable	

Record Category	TYPE OF RECORD	RETENTION CATEGORY	RETENTION PERIOD		REMARKS
			Total	On Site Off Site	
GENERAL AND ADMINISTRATIVE RECORDS	Chronological Files	Category 2	2 Years	Closure	Not Applicable
GENERAL AND ADMINISTRATIVE RECORDS	City Attorney Annual Report	Category 1	Permanently	Permanently	Not Applicable
GENERAL AND ADMINISTRATIVE RECORDS	City Attorney Opinions/Index	Category 1	Permanently	Permanently	Not Applicable
GENERAL AND ADMINISTRATIVE RECORDS	Civil Service Rules (copy)	Category 2	Later of 2 Years or of No Current Use	Later of 2 Years or of No Current Use	Not Applicable
GENERAL AND ADMINISTRATIVE RECORDS	Claims - Active	Category 2	7 Years	Later of 2 Years or 1 Year from Date of Denial	5 Years
GENERAL AND ADMINISTRATIVE RECORDS	Claims - Closed	Category 3	5 Years	Not Applicable	5 Years
GENERAL AND ADMINISTRATIVE RECORDS	Claims Statistical Records	Category 1	Permanently	Permanently	Not Applicable
GENERAL AND ADMINISTRATIVE RECORDS	Closed Eminent Domain Cases	Category 3	Permanently	Permanently	Permanently
GENERAL AND ADMINISTRATIVE RECORDS	Closed Inverse Condemnation Cases	Category 3	Permanently	Not Applicable	Permanently
GENERAL AND ADMINISTRATIVE RECORDS	Complaint and Inquiries - Code Enforcement (not litigated)	Category 3	10 Years	Not Applicable	10 Years
GENERAL AND ADMINISTRATIVE RECORDS	Complaints and Inquiries (miscellaneous)	Category 4	None	Not Applicable	Not Applicable
GENERAL AND ADMINISTRATIVE RECORDS	Correspondence Files (copy)	Category 2	2 Years	Not Applicable	Not Applicable
GENERAL AND ADMINISTRATIVE RECORDS	Database of Materials/Library	Category 2	Later of 2 Years or of No Current Use	Later of 2 Years or of No Current Use	Not Applicable
GENERAL AND ADMINISTRATIVE RECORDS	Emergency Plans	Category 2	Later of 2 Years or Until Superseded	Later of 2 Years or Until Superseded	Not Applicable
GENERAL AND ADMINISTRATIVE RECORDS	Expert Witness Index	Category 2	Later of 2 Years or of No Current Use	Later of 2 Years or of No Current Use	Not Applicable
GENERAL AND ADMINISTRATIVE RECORDS	Fax Transmittal Sheets	Category 4	None	Current Use	Not Applicable
GENERAL AND ADMINISTRATIVE RECORDS	General Files	Category 2	Later of 2 Years or of No Current Use	Later of 2 Years or of No Current Use	Not Applicable
GENERAL AND ADMINISTRATIVE RECORDS	Grand Jury Reports (copy)	Category 1	Permanently	Current Use	Not Applicable
GENERAL AND ADMINISTRATIVE RECORDS	Historical Cases	Category 1	Permanently	Permanently	Permanently
GENERAL AND ADMINISTRATIVE RECORDS	Legislation (copies approved as to form)	Category 2	2 Years	Not Applicable	Not Applicable
GENERAL AND ADMINISTRATIVE RECORDS	Legislative Assignment Files	Category 2	Later of 2 Years or of No Current Use	Later of 2 Years or of No Current Use	Not Applicable
GENERAL AND ADMINISTRATIVE RECORDS	Legislative Drafts	Category 4	None	Current Use	Not Applicable
GENERAL AND ADMINISTRATIVE RECORDS	Legislative Requests	Category 2	2 Years	Not Applicable	Not Applicable
GENERAL AND ADMINISTRATIVE RECORDS	Library Materials	Category 4	Until Superseded or of No Current Use	Until Superseded or of No Current Use	Not Applicable

Records Category	TYPE OF RECORD	RETENTION CATEGORY	RETENTION PERIOD	REMARKS
GENERAL AND ADMINISTRATIVE RECORDS	Miscellaneous Employment Reports	Category 2	Total	Off Site
GENERAL AND ADMINISTRATIVE RECORDS	Municipal Codes and Charter	Category 1	2 Years	2 Years
GENERAL AND ADMINISTRATIVE RECORDS	Office Expenditure Documents	Category 2	Permanently	Permanently
GENERAL AND ADMINISTRATIVE RECORDS	Opinion/Advice Letters (general)	Category 2	2 Years	2 Years
GENERAL AND ADMINISTRATIVE RECORDS	Opinion/Advice Letters (significant)	Category 1	Permanently	Permanently
GENERAL AND ADMINISTRATIVE RECORDS	Policies/Procedures/Reports (copy)	Category 2	Later of 2 Years or Until Suspended	Later of 2 Years or Until Suspended
GENERAL AND ADMINISTRATIVE RECORDS	Probation Files (YGC)	Category 2	Later of 2 Years of Case Closure	Later of 2 Years of Case Closure
GENERAL AND ADMINISTRATIVE RECORDS	Purchase Orders (copy)	Category 2	5 Years	3 Years
GENERAL AND ADMINISTRATIVE RECORDS	Receipts and Deposits	Category 2	5 Years	3 Years
GENERAL AND ADMINISTRATIVE RECORDS	Research/Exemplar Files	Category 4	None	Not Applicable
GENERAL AND ADMINISTRATIVE RECORDS	Revolving Fund Records	Category 2	5 Years	3 Years
GENERAL AND ADMINISTRATIVE RECORDS	Subject Matter Files (copy)	Category 2	Later of 2 Years or of No Current Use	Later of 2 Years or of No Current Use
GENERAL AND ADMINISTRATIVE RECORDS	Telephone Logs	Category 4	None	Not Applicable
GENERAL AND ADMINISTRATIVE RECORDS	Travel Requests (copy)	Category 2	2 Years	2 Years
GENERAL AND ADMINISTRATIVE RECORDS	Unbound Bond Transcripts	Category 2	Until Arrival of Bond	Until Arrival of Bond
GENERAL AND ADMINISTRATIVE RECORDS	Work Assignment Files	Category 2	Later of 2 Years or of No Current Use	Later of 2 Years or of No Current Use
GENERAL AND ADMINISTRATIVE RECORDS	Work Orders and Payments	Category 2	5 Years	3 Years
CONTRACT/GRANT RECORDS	Draft contracts subject to disclosure	Category 4	Until Approved	Until Approved
CONTRACT/GRANT RECORDS	Lease Files (City Attorney)	Category 2	Later of 2 Years or Term of Lease	Later of 2 Years or Term of Lease
CONTRACT/GRANT RECORDS	Lease Files (other)	Category 4	None	Not Applicable
CONTRACT/GRANT RECORDS	Professional Service Contracts and payment records (City Attorney)	Category 2	Later of 2 Years or Term of Contract	20 years after expiration of contract
CONTRACT/GRANT RECORDS	Professional Service Contracts (other)	Category 4	None	Not Applicable
CONTRACT/GRANT RECORDS	RFPs and Responses (City Attorney)	Category 2	Later of 2 Years or of No Current Use	Later of 2 Years or of No Current Use
CONTRACT/GRANT RECORDS	RFPs and Responses (City Attorney)	Category 2	Later of 2 Years or of No Current Use	Later of 2 Years or of No Current Use
CONTRACT/GRANT RECORDS	RFPs, RFPs and Responses (Other)	Category 4	None	Not Applicable
PERSONNEL/HR RECORDS	Accident - Injury Reports	Category 2	7 Years	2 Years

Record Category	TYPE OF RECORD	RETENTION CATEGORY	RETENTION PERIOD		REMARKS
			Total	On Site	Off Site
PERSONNEL/HR RECORDS	Conflict of Interest Form 700	Category 2	7 Years	2 Years	5 Years
PERSONNEL/HR RECORDS	Discrimination and Harassment Complaints	Category 2	Lesser of 50 years or life of employee	During Employee Tenure	Lesser of 50 years or life of employee
PERSONNEL/HR RECORDS	Employment Applications	Category 2	2 years	2 years	Not Applicable
PERSONNEL/HR RECORDS	Equal Opportunity Plan	Category 2	3 Years	Later of 2 Years or Until Superseded	1 Year
PERSONNEL/HR RECORDS	Family Medical Leave Act Records	Category 2	Lesser of 50 years or life of employee	During Employee Tenure	Lesser of 50 years or life of employee
PERSONNEL/HR RECORDS	Medical Information	Category 2	Lesser of 50 years or life of employee	During Employee Tenure	Lesser of 50 years or life of employee
PERSONNEL/HR RECORDS	Payroll Reports/ Timecards and Related Documents	Category 2	2 Years	2 Years	Not Applicable
PERSONNEL/HR RECORDS	Personnel Files (originals)	Category 2	Lesser of 50 years or life of employee	During Employee Tenure	Lesser of 50 years or life of employee
PERSONNEL/HR RECORDS	Work Study Contracts	Category 2	2 Years	2 Years	Not Applicable
PERSONNEL/HR RECORDS	Workers' Compensation Records	Category 2	Lesser of 50 years or life of employee	During Employee Tenure	Lesser of 50 years or life of employee
					Secure permission from the San Francisco Employees' Retirement System prior to destruction

NOTES on using this table:

1. You may add rows to the table as necessary but do NOT add any columns.
2. Make sure that each data item is contained within one cell. You may enter returns or allow the data to wrap.
3. Do not enter page breaks and new tables. All data should be in one table only.
4. Whatever you enter into each cell will appear on the website exactly as you've written on the table.

Ray W Hartz Jr

839 Leavenworth St, Apt 304

San Francisco CA 94109-6131

Saturday, July 10, 2010

Honorable Members Sunshine Ordinance Task Force

Room 244, City Hall

1 Dr. Carlton B. Goodlett Place

San Francisco, CA 94102

RE: Case #10026 Ray Hartz vs San Francisco City Attorney

Dear Task Force Members:

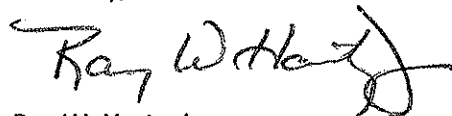
Attached you will find examples from the CCSF – Index of Records website, as currently posted. The first page of each example is the listing for the San Francisco City Attorney, with the subsequent pages showing what results when you click on the respective links.

In each example, the associated link gives no additional information, with the exception of on-site storage information. In effect, the entire index of records for the City Attorney is nothing but a retention schedule. It in no way provides the information required by the Sunshine Ordinance to comply with either the letter of the ordinance or its spirit.

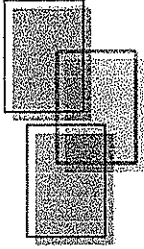
As presented at the SOTF meeting of June 22, 2010, it does not provide information **“under what manner of organization for accessing, e.g. by reference to a name, a date, a proceeding or project, or some other referencing system.”** Neither does it provide information, as required by the ordinance, **“to aid the public in making an inquiry or a request to inspect.”**

I would submit, once again, that this case is not an issue of whether there is a posting on the Index of Records for the San Francisco City Attorney. This complaint regards the matter of whether the posting serves in assisting citizens of the City and County of San Francisco, in their efforts to obtain public information.

Sincerely,



Ray W. Hartz, Jr



[Return to Index of Records Home Page](#)

THE CITY & COUNTY OF SAN FRANCISCO INDEX OF RECORDS

For City Attorney

Contact: Marisa Moret
Phone: 554-5957

[Select this link for Website Location](#)

← EXAMPLE 1A

INDEX OF RECORDS FOR City Attorney

- [Accident - Injury Reports](#)
- [Administrative Files](#) ← EXAMPLE 3A
- [Attorney Time Sheets \(on-line\)](#)
- [Audio Tapes \(Board of Supervisors Closed Sessions- Litigation\)](#)
- [Bond Issues](#)
- [Bond Water Agreements](#)
- [Bound Bond Transcript](#)
- [Brief Banks \(various teams\) \(copy\)](#)
- [Budget Documents/Work Papers \(copy\)](#) ← EXAMPLE 3B
- [C.A. Advice Letter Database](#)
- [Cal Compensation Cases](#)
- [Calendars - Prop G](#)
- [California Attorney General Reports](#)
- [Case Files - Active](#)
- [Case Files - Closed - Cases Involving Long Term Public Contracts](#)
- [Case Files - Closed - Civil Rights/Employment/Tax](#)
- [Case Files - Closed - Code Enforcement](#)
- [Case Files - Closed - General Litigation](#)
- [Case Files - Closed - Significant Litigation \(consumer fraud/class action/challenges to City laws\)](#)
- [Case Files - Closed - Worker's Compensation](#)
- [Child Dependency Files](#)
- [Chronological Files](#)
- [City Attorney Annual Report](#) ← EXAMPLE 3C
- [City Attorney Opinions/Index](#)
- [Civil Service Rules \(copy\)](#)

CASE
#10026
RAY HARTZ
VS
CITY ATTORNEY

EXAMPLE
#1

Unfortunately the page you are looking for cannot be found or no longer exists. Broken links occur occasionally because the City's web site is composed of many web sites maintained by separate agencies over which we have no control.

In general our site is easy to navigate and organized in simple categories:

- Citizen : in this section you will find information and services useful primarily to those who live in San Francisco, from culture to education, from health to transportation, etc.;
- Business : in this section you will find information and services useful primarily to businesses or those who work in San Francisco;
- Visitor : in this section we have placed general information that is of most value to those who want to visit or learn more about San Francisco;
- Government : in this section we have aggregated content that relates to the City's agencies and institutions and the City's codes and legislation;
- Online Services : in this section Citizens and Business will find access to a variety of City's transactions that can be completed online.

Thanks for your interest in the City and County of San Francisco!

Contact SFGov

Accessibility

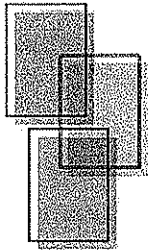
Policies

City and County of San Francisco ©2000-2010

EXAMPLE 1A
CASE #10026
RAY HARTZ
VS
CITY ATTORNEY

SFGOV

[Return to Index of Records Home Page](#)



THE CITY & COUNTY OF SAN FRANCISCO
INDEX OF RECORDS

City Attorney

Contact: Marisa Moret at 554-5957

Website: http://www.sfgov.org/site/cityattorney_index.asp

← EXAMPLE
2A

Department or
Department/Division:

Record Category: GENERAL AND ADMINISTRATIVE RECORDS

Record Title or
Description: Administrative Files

On Site
Storage Period: 2 Years

Off Site
Storage Period: 1 Year

Additional Information:

EXAMPLE 3A
CASE #10026
RAY HARTZ
VS
CITY ATTORNEY

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Contact SFGov

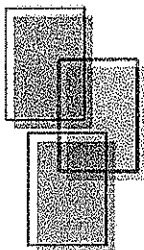
Accessibility

Policies

City and County of San Francisco ©2000-2010

EXAMPLE 2A
CASE #10026
RAY HARTZ
VS
CITY ATTORNEY

SFGOV



[Return to Index of Records Home Page](#)

THE CITY & COUNTY OF SAN FRANCISCO **INDEX OF RECORDS**

City Attorney

Contact: Marisa Moret at 554-5957

Website: http://www.sfgov.org/site/cityattorney_index.asp

Department or
Department/Division:

Record Category: GENERAL AND ADMINISTRATIVE RECORDS

Record Title or
Description: Budget Documents/Work Papers (copy)

On Site
Storage Period: 2 Years

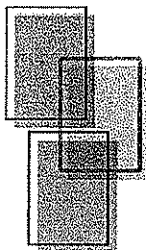
Off Site
Storage Period: Not Applicable

Additional Information:

EXAMPLE 3B
CASE #10026
RAY HARTZ
VS
CITY ATTORNEY



[Return to Index of Records Home Page](#)



THE CITY & COUNTY OF SAN FRANCISCO **INDEX OF RECORDS**

City Attorney

Contact: Marisa Moret at 554-5957

Website: http://www.sfgov.org/site/cityattorney_index.asp

Department or
Department/Division:

Record Category: GENERAL AND ADMINISTRATIVE RECORDS

Record Title or
Description: City Attorney Annual Report

On Site
Storage Period: Permanently

Off Site
Storage Period: Not Applicable

Additional Information:

**EXAMPLE 3C
CASE #10026
RAY HARTZ
VS
CITY ATTORNEY**