

File No. 19091

Item No. 7

SUNSHINE ORDINANCE TASK FORCE
AGENDA PACKET CONTENTS LIST

Complaint Committee

Date: October 15, 2019

- | | | |
|--------------------------|---|-------------------|
| <input type="checkbox"/> | Petition/Complaint | Page: <u>632</u> |
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| <input type="checkbox"/> | No Attachments | |

OTHER

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Completed by: C. Leger Date 9/26/19

*An asterisked item represents the cover sheet to a document that exceeds 25 pages.
The complete document is in the file.

Leger, Cheryl (BOS)

From: Google Forms <sfbdsupvrs@gmail.com>
Sent: Monday, August 26, 2019 11:31 AM
To: SOTF, (BOS)
Subject: New Response Complaint Form

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Your form has a new entry.

Here are the results.

**Complaint
against which
Department or
Commission**

Office of Mayor

**Name of
individual
contacted at
Department or
Commission**

London N. Breed (Mayor), Hank Heckel (Compliance Officer), Tyrone Jue (Senior Advisor), Sean Elsbernd (Chief of Staff), Andres Power (Policy Director), Andrea Bruss (Deputy Chief of Staff), Marjan Philhour (Senior Advisor), Jeff Cretan (Communications Director), Sophia Kittler (Liaison to the Board)

**Alleged
Violation**

Public Records

**Sunshine
Ordinance
Section:**

67.21, 67.26, 67.27, and 67.29-7

**Please describe
alleged
violation**

Individual respondents are custodians of public records requested on their personal property subject to a City of San Jose v Superior Court (2017) search.

Complaint attached here:

https://cdn.muckrock.com/outbound_request_attachments/Anonymous_2859385/76434/SOTF-Mayor-20190826-Complaint.pdf

Exhibits attached here:

https://cdn.muckrock.com/outbound_request_attachments/Anonymous_2859385/76434/SOTF-Mayor-20190826-Exhibits.pdf

This complaint is regarding, inter alia, the Office of Mayor's:

- failure to provide various email in .msg format and with headers,
- use of personal and/or secret communications technologies to discuss the people's business,
- use of scanned PDFs instead of text PDFs, and
- lack of specificity re: redaction justification.

This is similar to 19044 v. the City Attorney's office, but there are new issues not covered in 19044.

Email

76434-70600365@requests.muckrock.com

If anonymous,
please let us
know how to
contact you.
Thank you.

76434-70600365@requests.muckrock.com

Sent via [Google Forms Email](#)

**Sunshine Ordinance Task Force
Complaint Summary**

File No. 19091

Anonymous v. Mayor London Breed and Hank Heckel, Office of the Mayor

Date filed with SOTF: 08/26/19

Contacts information (Complainant information listed first):

Anonymous (76434-70600365@requests.muckrock.com) (Complainant)

Mayor London Breed, Hank Heckel (hank.heckel@sfgov.org) (Respondents)

File No. 19091: Complaint filed by Anonymous against Mayor London Breed, Hank Heckel and the Office of the Mayor for allegedly violating Administrative Code, (Sunshine Ordinance) Sections 67.21, 67.26, 67.27 and 67.29-7, by failing to respond to a request for public records in a timely and/or complete manner.

Administrative Summary if applicable:

Complaint Attached.



DENNIS J. HERRERA
City Attorney

PEDER J. V. THOREEN
Deputy City Attorney

Direct Dial: (415) 554-3846
Email: Peder.Thoreen@sfcityattty.org

**MEMORANDUM
PRIVILEGED AND CONFIDENTIAL**

TO: Sunshine Ordinance Task Force
FROM: Peder J. V. Thoreen
Deputy City Attorney
DATE: September 11, 2019
RE: Complaint No. 19091: Anonymous v. Office of the Mayor, London Breed, Hank Heckel, Tryone Jue, Sean Elsbernd, Andres Power, Andrea Bruss, Marjon Philhour, Jeff Cretan, Sophia Kittler

COMPLAINT

An anonymous complainant (“Complainant”) alleges that Respondents violated public records laws by failing to provide public records.

COMPLAINANT FILES COMPLAINT

On August 26, 2019, Complainant filed this complaint with the Task Force, alleging that the Mayor’s office and various officials affiliated with that office failed to provide complete responses to Complainant’s requests for public records, in violation of Administrative Code sections 67.21, 67.26, 67.27, 67.29-7, and Government Code sections 6253, 6253.9, and 6255.

JURISDICTION

Respondents are subject to the Sunshine Ordinance and the California Public Records Act (“CPRA”) regarding records requests. Respondents do no dispute jurisdiction.

APPLICABLE STATUTORY SECTION(S)

Section 67 of the San Francisco Administrative Code:

- Section 67.21 governs responses to a public records request in general.
- Section 67.26 provides that withholding of public records shall be kept to a minimum.
- Section 67.27 sets forth requirements for justifying the withholding of information.
- Section 67.29-7 sets standards regarding the retention of correspondence and records.

Sections 6253, 6235.9, and 6255 of the Cal. Govt. Code (CPRA)

- Section 6253(c) governs the timeframe in which general requests for public documents must be honored.
- Section 6235.9 governs the production of public documents in electronic format.
- Section 6255(a) regards the circumstances in which the public interest in withholding a record outweighs the public interest in disclosure.

APPLICABLE CASE LAW

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-
- None

BACKGROUND

On July 2, 2019, Complainant requested a number of categories of documents from Respondents, essentially asking for a recent sample of all communications to or from Respondents regarding City business, whether via official City email accounts, personal accounts, or some other form.

On July 10, 2019, Hank Heckel of the Mayor's office notified Complainant that it was invoking a 14-day extension. On July 26, 2019, the Office of the Mayor provided documents that it deemed responsive to Complainant's requests. On the same day, the Office of the Mayor provided Complainant with additional responsive records. These responses, in addition to an email the following day, generally invoked certain exceptions from disclosure and/or a basis for redaction, without specifying which particular matters were being withheld on any particular basis. On July 29, 2019, the Office of the Mayor provided Complainant with additional documents it deemed responsive to Complainant's requests.

Complainant does not contest the timeliness of the responses. But Complainant raises seven distinct complaints regarding Respondent's documents:

1. Complainant contends that San Francisco Administrative Code 67.29-7 has been violated because certain Respondents used "personal ... apps" like "Signal" "to communicate about the public's business."

2. Complainant asserts that Respondents responses, in pdf format, lack headers and metadata that were specifically requested in Complainant's request.

3. Complainant further alleges that the withholding of the headers/metadata referenced in #2, violates the Sunshine Ordinance requirement that withholdings be kept to a minimum.

4. Complainant contends that the Sunshine Ordinance was violated because Respondents' response did not justify the withholding of headers and metadata from the production.

5. Complainant contends that California Government Code sec. 6253.9, regarding the production of documents in the electronic format in which the documents are maintained by the entity, was violated for the reasons stated above.

6. Complainant contends that California Government Code sec. 6253(a), which requires that the "[a]ny reasonably segregable portion of a record shall be available for inspection by any

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person requesting the record after deletion of the portions that are exempted by law," was violated for the same reasons set forth in #4, set forth above.

7. Finally, Complainant contends that California Government Code sec. 6255(a), which requires that the "[t]he agency shall justify withholding any record by demonstrating that the record in question is exempt under express provisions of this chapter or that on the facts of the particular case the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record," was violated for the reasons set forth in point #2, above.

In response, Respondents contend that Administrative Code 67.29-7 was not violated because the communications sent via Signal, while they could have been encrypted or automatically deleted by the relevant software, were produced to Complainant. In addition, Respondents contends that they were not required to produce certain records held by Tryrone Jue because Respondents did not believe Mr. Jue to be within the scope of the request.

Respondents respond to their withholding of certain metadata and redacted information on the grounds asserted in Complaint No. 19044, *Anonymous v. Herrera, et al.* As we wrote in regard to that complaint:

In their May 17, 2019, written submission to the Task Force, Respondents point out that on April 24, 2019, they provided two responsive emails that had been exchanged between their office and "Muck Rock" on April 18 and 19. When the Complainant requested metadata associated with those emails, the City Attorney's office "elected to supplement [its] production" and gave "the requester the metadata we were able to find following a reasonable and diligent good faith search." However, "[t]o safeguard the security of our computer system," Respondents withheld "certain portions of the metadata that describe unique identifiers for our individual computer terminals and computer servers and our security certificates and similar information." In support of their general position on the production of metadata, Respondents identify various privilege-related and security concerns regarding the disclosure of metadata, argue that the CPRA does not provide authoritative guidance regarding whether metadata are subject to disclosure, and contend that their position is consistent with the City Attorney's position, as set forth in the Good Government Guide.

QUESTIONS THAT MIGHT ASSIST IN DETERMINING FACTS

- What is the legal basis for withholding metadata where an email with which it is associated is otherwise a disclosable public record?
- Did Respondents properly articulate the basis for the redactions in the documents they produced?

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-
- Is the use of Signal a violation of San Francisco's Sunshine Ordinance? Does the answer depend on whether messages are encrypted or automatically deleted?

LEGAL ISSUES/LEGAL DETERMINATIONS

- Did the Mayor's Office violate the Sunshine Ordinance or CPRA by allegedly failing to satisfy Complainant's request for public records in a complete manner?

CONCLUSION

THE TASK FORCE FINDS THE FOLLOWING FACTS TO BE TRUE:

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

* * *

**MEMORANDUM
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TO: Sunshine Ordinance Task Force
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**CHAPTER 67, SAN FRANCISCO ADMINISTRATIVE CODE (SUNSHINE
ORDINANCE)**

**SEC. 67.21. PROCESS FOR GAINING ACCESS TO PUBLIC RECORDS;
ADMINISTRATIVE APPEALS**

(a) Every person having custody of any public record or public information, as defined herein, (hereinafter referred to as a custodian of a public record) shall, at normal times and during normal and reasonable hours of operation, without unreasonable delay, and without requiring an appointment, permit the public record, or any segregable portion of a record, to be inspected and examined by any person and shall furnish one copy thereof upon payment of a reasonable copying charge, not to exceed the lesser of the actual cost or ten cents per page.

(b) A custodian of a public record shall, as soon as possible and within ten days following receipt of a request for inspection or copy of a public record, comply with such request. Such request may be delivered to the office of the custodian by the requester orally or in writing by fax, postal delivery, or e-mail. If the custodian believes the record or information requested is not a public record or is exempt, the custodian shall justify withholding any record by demonstrating, in writing as soon as possible and within ten days following receipt of a request, that the record in question is exempt under express provisions of this ordinance.

(c) A custodian of a public record shall assist a requester in identifying the existence, form, and nature of any records or information maintained by, available to, or in the custody of the custodian, whether or not the contents of those records are exempt from disclosure and shall, when requested to do so, provide in writing within seven days following receipt of a request, a statement as to the existence, quantity, form and nature of records relating to a particular subject or questions with enough specificity to enable a requester to identify records in order to make a request under (b). A custodian of any public record, when not in possession of the record requested, shall assist a requester in directing a request to the proper office or staff person.

(d) If the custodian refuses, fails to comply, or incompletely complies with a request described in (b), the person making the request may petition the supervisor of records for a determination whether the record requested is public. The supervisor of records shall inform the petitioner, as soon as possible and within 10 days, of its determination whether the record requested, or any part of the record requested, is public. Where requested by the petition, and where otherwise desirable, this determination shall be in writing. Upon the determination by the supervisor of records that the record is public, the supervisor of records shall immediately order the custodian of the public record to comply with the person's request. If the custodian refuses or fails to comply with any such order within 5 days, the supervisor of records shall notify the district attorney or the attorney general who shall take whatever measures she or he deems necessary and appropriate to insure compliance with the provisions of this ordinance.

(e) If the custodian refuses, fails to comply, or incompletely complies with a request described in (b) above or if a petition is denied or not acted on by the supervisor of public records, the person making the request may petition the Sunshine Task Force for a determination whether the record requested is

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TO: Sunshine Ordinance Task Force
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public. The Sunshine Task Force shall inform the petitioner, as soon as possible and within 2 days after its next meeting but in no case later than 45 days from when a petition in writing is received, of its determination whether the record requested, or any part of the record requested, is public. Where requested by the petitioner, and where otherwise desirable, this determination shall be in writing. Upon the determination that the record is public, the Sunshine Task Force shall immediately order the custodian of the public record to comply with the person's request. If the custodian refuses or fails to comply with any such order within 5 days, the Sunshine Task Force shall notify the district attorney or the attorney general who may take whatever measures she or he deems necessary to insure compliance with the provisions of this ordinance. The Board of Supervisors and the City Attorney's office shall provide sufficient staff and resources to allow the Sunshine Task Force to fulfill its duties under this provision. Where requested by the petitioner, the Sunshine Task Force may conduct a public hearing concerning the records request denial. An authorized representative of the custodian of the public records requested shall attend any hearing and explain the basis for its decision to withhold the records requested.

(f) The administrative remedy provided under this article shall in no way limit the availability of other administrative remedies provided to any person with respect to any officer or employee of any agency, executive office, department or board; nor shall the administrative remedy provided by this section in any way limit the availability of judicial remedies otherwise available to any person requesting a public record. If a custodian of a public record refuses or fails to comply with the request of any person for inspection or copy of a public record or with an administrative order under this section, the superior court shall have jurisdiction to order compliance.

(g) In any court proceeding pursuant to this article there shall be a presumption that the record sought is public, and the burden shall be upon the custodian to prove with specificity the exemption which applies.

(h) On at least an annual basis, and as otherwise requested by the Sunshine Ordinance Task Force, the supervisor of public records shall prepare a tally and report of every petition brought before it for access to records since the time of its last tally and report. The report shall at least identify for each petition the record or records sought, the custodian of those records, the ruling of the supervisor of public records, whether any ruling was overturned by a court and whether orders given to custodians of public records were followed. The report shall also summarize any court actions during that period regarding petitions the Supervisor has decided. At the request of the Sunshine Ordinance Task Force, the report shall also include copies of all rulings made by the supervisor of public records and all opinions issued.

(i) The San Francisco City Attorney's office shall act to protect and secure the rights of the people of San Francisco to access public information and public meetings and shall not act as legal counsel for any city employee or any person having custody of any public record for purposes of denying access to the public. The City Attorney may publish legal opinions in response to a request from any person as to whether a record or information is public. All communications with the City Attorney's Office with regard to this ordinance, including petitions, requests for opinion, and opinions shall be public records.

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TO: Sunshine Ordinance Task Force
DATE: September 11, 2019
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(j) Notwithstanding the provisions of this section, the City Attorney may defend the City or a City Employee in litigation under this ordinance that is actually filed in court to any extent required by the City Charter or California Law.

(k) Release of documentary public information, whether for inspection of the original or by providing a copy, shall be governed by the California Public Records Act (Government Code Section 6250 et seq.) in particulars not addressed by this ordinance and in accordance with the enhanced disclosure requirements provided in this ordinance.

(l) Inspection and copying of documentary public information stored in electronic form shall be made available to the person requesting the information in any form requested which is available to or easily generated by the department, its officers or employees, including disk, tape, printout or monitor at a charge no greater than the cost of the media on which it is duplicated. Inspection of documentary public information on a computer monitor need not be allowed where the information sought is necessarily and inseparably intertwined with information not subject to disclosure under this ordinance. Nothing in this section shall require a department to program or reprogram a computer to respond to a request for information or to release information where the release of that information would violate a licensing agreement or copyright law.

SEC. 67.26. WITHHOLDING KEPT TO A MINIMUM.

No record shall be withheld from disclosure in its entirety unless all information contained in it is exempt from disclosure under express provisions of the California Public Records Act or of some other statute. Information that is exempt from disclosure shall be masked, deleted or otherwise segregated in order that the nonexempt portion of a requested record may be released, and keyed by footnote or other clear reference to the appropriate justification for withholding required by Section 67.27 of this Article. This work shall be done personally by the attorney or other staff member conducting the exemption review. The work of responding to a public-records request and preparing documents for disclosure shall be considered part of the regular work duties of any City employee, and no fee shall be charged to the requester to cover the personnel costs of responding to a records request.

SEC. 67.27. JUSTIFICATION OF WITHHOLDING.

Any withholding of information shall be justified, in writing, as follows:

(a) A withholding under a specific permissive exemption in the California Public Records Act, or elsewhere, which permissive exemption is not forbidden to be asserted by this ordinance, shall cite that authority.

(b) A withholding on the basis that disclosure is prohibited by law shall cite the specific statutory authority in the Public Records Act or elsewhere.

(c) A withholding on the basis that disclosure would incur civil or criminal liability shall cite any specific statutory or case law, or any other public agency's litigation experience, supporting that position.

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TO: Sunshine Ordinance Task Force
DATE: September 11, 2019
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(d) When a record being requested contains information, most of which is exempt from disclosure under the California Public Records Act and this Article, the custodian shall inform the requester of the nature and extent of the nonexempt information and suggest alternative sources for the information requested, if available.

SEC. 67.27-9(a). CORRESPONDENCE AND RECORDS SHALL BE MAINTAINED.

(a) The Mayor and all Department Heads shall maintain and preserve in a professional and businesslike manner all documents and correspondence, including but not limited to letters, e-mails, drafts, memorandum, invoices, reports and proposals and shall disclose all such records in accordance with this ordinance.

GOVERNMENT CODE SECTION 6250, et seq. (CPRA)

SEC. 6253

(a) Public records are open to inspection at all times during the office hours of the state or local agency and every person has a right to inspect any public record, except as hereafter provided. Any reasonably segregable portion of a record shall be available for inspection by any person requesting the record after deletion of the portions that are exempted by law.

(b) Except with respect to public records exempt from disclosure by express provisions of law, each state or local agency, upon a request for a copy of records that reasonably describes an identifiable record or records, shall make the records promptly available to any person upon payment of fees covering direct costs of duplication, or a statutory fee if applicable. Upon request, an exact copy shall be provided unless impracticable to do so.

(c) Each agency, upon a request for a copy of records, shall, within 10 days from receipt of the request, determine whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the agency and shall promptly notify the person making the request of the determination and the reasons therefor. In unusual circumstances, the time limit prescribed in this section may be extended by written notice by the head of the agency or his or her designee to the person making the request, setting forth the reasons for the extension and the date on which a determination is expected to be dispatched. No notice shall specify a date that would result in an extension for more than 14 days. When the agency dispatches the determination, and if the agency determines that the request seeks disclosable public records, the agency shall state the estimated date and time when the records will be made available. As used in this section, "unusual circumstances" means the following, but only to the extent reasonably necessary to the proper processing of the particular request:

(1) The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request.

(2) The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records that are demanded in a single request.

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(3) The need for consultation, which shall be conducted with all practicable speed, with another agency having substantial interest in the determination of the request or among two or more components of the agency having substantial subject matter interest therein.

(4) The need to compile data, to write programming language or a computer program, or to construct a computer report to extract data.

(d) Nothing in this chapter shall be construed to permit an agency to delay or obstruct the inspection or copying of public records. The notification of denial of any request for records required by Section 6255 shall set forth the names and titles or positions of each person responsible for the denial.

(e) Except as otherwise prohibited by law, a state or local agency may adopt requirements for itself that allow for faster, more efficient, or greater access to records than prescribed by the minimum standards set forth in this chapter.

(f) In addition to maintaining public records for public inspection during the office hours of the public agency, a public agency may comply with subdivision (a) by posting any public record on its Internet Web site and, in response to a request for a public record posted on the Internet Web site, directing a member of the public to the location on the Internet Web site where the public record is posted. However, if after the public agency directs a member of the public to the Internet Web site, the member of the public requesting the public record requests a copy of the public record due to an inability to access or reproduce the public record from the Internet Web site, the public agency shall promptly provide a copy of the public record pursuant to subdivision (b).

SEC. 6253.9

(a) Unless otherwise prohibited by law, any agency that has information that constitutes an identifiable public record not exempt from disclosure pursuant to this chapter that is in an electronic format shall make that information available in an electronic format when requested by any person and, when applicable, shall comply with the following:

(1) The agency shall make the information available in any electronic format in which it holds the information.

(2) Each agency shall provide a copy of an electronic record in the format requested if the requested format is one that has been used by the agency to create copies for its own use or for provision to other agencies. The cost of duplication shall be limited to the direct cost of producing a copy of a record in an electronic format.

(b) Notwithstanding paragraph (2) of subdivision (a), the requester shall bear the cost of producing a copy of the record, including the cost to construct a record, and the cost of programming and computer services necessary to produce a copy of the record when either of the following applies:

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(1) In order to comply with the provisions of subdivision (a), the public agency would be required to produce a copy of an electronic record and the record is one that is produced only at otherwise regularly scheduled intervals.

(2) The request would require data compilation, extraction, or programming to produce the record.

(c) Nothing in this section shall be construed to require the public agency to reconstruct a record in an electronic format if the agency no longer has the record available in an electronic format.

(d) If the request is for information in other than electronic format, and the information also is in electronic format, the agency may inform the requester that the information is available in electronic format.

(e) Nothing in this section shall be construed to permit an agency to make information available only in an electronic format.

(f) Nothing in this section shall be construed to require the public agency to release an electronic record in the electronic form in which it is held by the agency if its release would jeopardize or compromise the security or integrity of the original record or of any proprietary software in which it is maintained.

(g) Nothing in this section shall be construed to permit public access to records held by any agency to which access is otherwise restricted by statute.

SEC. 6255

(a) The agency shall justify withholding any record by demonstrating that the record in question is exempt under express provisions of this chapter or that on the facts of the particular case the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record.

(b) A response to a written request for inspection or copies of public records that includes a determination that the request is denied, in whole or in part, shall be in writing.

CITY AND COUNTY OF SAN FRANCISCO



DENNIS J. HERRERA
City Attorney

OFFICE OF THE CITY ATTORNEY

BRADLEY A. RUSSI
DEPUTY CITY ATTORNEY

Direct Dial: (415) 554-4645
Email: brad.russi@sfcityattly.org

September 5, 2019

Sent via email (76434-70600365@requests.muckrock.com)

Re: Petition to Supervisor of Records

To Whom It May Concern:

This letter responds to your petition to the Supervisor of Records submitted on August 26, 2019, concerning a public records request to the Mayor's Office dated July 2, 2019, in which you requested various emails and other forms of electronic communications from mayoral staff. You have sought a determination from the Supervisor of Records on the following issues related to this request:

This petition is regarding, inter alia, the Office of Mayor's:

- (a) failure to provide various email in .msg format and with headers,
- (b) use of personal and/or secret communications technologies to discuss the people's business and therefore failing to preserve correspondence in a "professional and businesslike" manner (67.29-7).
- (c) use of scanned PDFs instead of text PDFs, and
- (d) lack of specificity re: redaction justification.

With regard to item (a), you have acknowledged that our "Aug. 26, 2019 response to [your] 19044 May 8 petition already reflects [this] office's position regarding (a)."

Items (b) and (c) are beyond the jurisdiction of the Supervisor of Records. The Sunshine Ordinance (Section 67.21(d) of the Administrative Code), tasks the Supervisor of Records with determining whether a City department has withheld a record, or any part of a record, without a lawful basis for doing so – for determining "whether the record requested, or any part of the record requested, is public." With regard to item (b), you do not allege that the Mayor's Office has withheld or redacted public records responsive to your request. Instead, you allege that the Mayor's Office failed to maintain some records in a "professional and businesslike" manner in violation of Section 67.29-7 of the Sunshine Ordinance by using the Signal application. Whether the use of a particular communications technology is proper and complies with this provision of the Sunshine Ordinance is not an issue within the ambit of our responsibility under the Sunshine Ordinance. Similarly, with respect to item (c), whether the Sunshine Ordinance requires the Mayor's Office to produce a searchable PDF file is beyond the scope of our review; we do not

CITY AND COUNTY OF SAN FRANCISCO



DENNIS J. HERRERA
City Attorney

OFFICE OF THE CITY ATTORNEY

BRADLEY A. RUSSI
DEPUTY CITY ATTORNEY

Direct Dial: (415) 554-4645
Email: brad.russi@sfcityattty.org

October 1, 2019

Sent via email (72056-97339218@requests.muckrock.com)

Re: Petition to Supervisor of Records

To Whom It May Concern:

This letter responds to your petition to the Supervisor of Records concerning your August 23, 2019 request to the Department of Public Works ("DPW") for the following:

A. IMMEDIATE DISCLOSURE: an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails RECEIVED BY EVERY OFFICIAL government email account of

1. Director, Public Works;
2. Director, Policy and Communications;
3. City Architect;
4. City Engineer;
5. Deputy Director for Operations;
6. Deputy Director for Financial Management and Administration;
7. (Acting) Chief Information Officer;
8. Custodian of Records
9. All persons having an Executive Assistant, Personal Assistant, Admin. Assistant or Secretary or equivalent title which report directly to the Director, Public Works

B. IMMEDIATE DISCLOSURE: an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails SENT FROM EVERY OFFICIAL government email account of [[same list of titles as 1-9]]

C. regular disclosure: an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and

Letter to Anonymous
October 1, 2019
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inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails SENT FROM EVERY PERSONAL email account(s) of the following officials, TO/CC/BCC any City/County email address, solely to the extent that such emails are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such emails exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records. [[same list of titles as 1-9]]

D. regular disclosure: an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails RECEIVED BY EVERY PERSONAL email account(s) of the following officials, FROM any City/County email address, solely to the extent that such emails are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such emails exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records. [[same list of titles as 1-9]]

DPW produced records responsive to your request on September 5 and September 13. (See <https://sanfrancisco.nextrequest.com/requests/19-3609>).

First, you contend that DPW either failed to produce public records maintained on employees' personal accounts or failed to state that it had no such responsive records. We understand DPW has now stated it has no such responsive records.

Second, you contend that DPW improperly withheld native files and metadata. For the reasons articulated in our response to another one of your petitions, attached hereto as Exhibit A, we find that DPW did not improperly withhold native files or metadata.

Third, you contend that DPW improperly withheld email addresses of City employees in the To/From/Cc/Bcc headers of some emails provided in PDF format. We find that DPW did not improperly withhold information. DPW provided the records in PDF format, which we find to be reasonable and appropriate. We understand that the way in which the City's email system prints such records – and the way they appear on the screen – does not show the email addresses. You may of course request a directory of City email addresses if you so choose. Similarly, you contend that DPW withheld URL links, HTML content, certain images, and timestamp information due to the manner in which the records were printed and provided. We find that DPW did not improperly withhold this information for the same reasons.

Finally, you request that we determine whether some or part of the information in 116 different metadata headers must be disclosed. We decline to do so. DPW produced the records in PDF format and did not disclose the metadata headers, and we have already determined that this is a proper way to respond to the request. Moreover, the information contained in these fields is highly technical and without engaging in an analysis that exceeds the requirements of the Public Records Act, the information is not "reasonably segregable," further supporting DPW's method of responding to the request. See Gov't Code § 6253(a).

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October 1, 2019
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For the reasons stated above, your petition is denied.

Very truly yours,

DENNIS J. HERRERA
City Attorney

A handwritten signature in black ink, appearing to read "BR", is positioned above the typed name of the Deputy City Attorney.

Bradley A. Russi
Deputy City Attorney

Young, Victor (BOS)

From: Anonymous <arecordsrequestor@protonmail.com>
Sent: Thursday, October 3, 2019 1:41 PM
To: Young, Victor (BOS); SOTF, (BOS)
Subject: SOTF Admin - Case Management 19089, 19091, 19094, 19095, 19097, and 19098

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

**** For inclusion in all file numbers in the subject line, and for (acting) Administrator response ****

Please see and respond as needed on separate threads for 19047 and 19044, sent earlier today, to keep everything well-organized.

Mr. Young,

Thank you for your work last evening, and for the task force's extensive investigation as well. I understand it is 'after hours' for you, and the commissioners are volunteers and these meetings can go on for a long time.

You pointed out during the hearing we should discuss the disposition of my other pending cases re: IT Committee referral. (As a disclaimer, I have a right to remain anonymous and have no legal obligation to acknowledge that various anonymous requests are from the same person; while I am voluntarily indicating that I am the same anonymous complainant below, I am under no obligation to do so in the future, nor do I voluntarily undertake any such obligation in the future or in any case not specifically numbered below. Please do not simply assume all anonymous complaints are from me, or impute responsibility for them to me.)

The following are some of my pending cases with a summary of the allegations (the summaries are not exhaustive and not limiting):

- **19089** vs City Atty - jurisdiction found, awaiting Full Task Force - subject matter: whether the Supervisor of Records must provide timely/complete determinations to petitions under 67.21(d) in 10 days
- **19091** vs Mayor - on committee Oct. 15 - subject matter: use of secret chat apps; violations of City of San Jose v Superior Court (Smith, 2017); images and attachments withheld; text messages withheld; email addresses withheld; and email headers withheld
- **19094** vs Dept of Tech. - on committee Oct. 15 - subject matter: failure to immediately respond; violations of 67.21(k) incorporating by reference CPRA Gov Code 6270.5; withholding parts of the enterprise system catalog/SB 272
- **19095** vs City Atty - awaiting Committee - subject matter: violations of 67.21(k) incorporating by reference CPRA Gov Code 6270.5, withholding parts of the enterprise system catalog/SB 272
- **19097** vs Dept of Public Works - awaiting committee - subject matter: violations of City of San Jose v Superior Court (Smith, 2017); images and hyperlinks withheld; email addresses withheld; and email headers withheld
- **19098** vs Police Dept - awaiting committee - subject matter: timeliness; failure to justify redactions; violations of City of San Jose v Superior Court (Smith, 2017); images and hyperlinks withheld; text messages withheld; email addresses withheld; and email headers withheld

Therefore, 19089, 19094, and 19095 should proceed completely unaffected.

I would suggest that the Oct. 15 committee use its power at the hearing to split 19091 into two files, a new file (say 19091-B) for the email headers allegation sent to the IT committee for its recommendation for overall city guidelines, and keep all the other important allegations in 19091 which should proceed undelayed.
I would suggest that 19097 and 19098 are similarly split at initial committee.

Some upcoming un-filed complaints may involve (without limitation): police misconduct records, secrecy of City contracts, secrecy of City financials, use of non-profits as a shield, privatized govt functions; improper use of Attorney-Client privilege, and more. I intend to continue to file requests, and if needed complaints, comprehensively auditing all parts of the City's public records regime, and subject to SFAC 67.21(e) requiring Task Force determination within 45 days, and I expect my complaints continue to be fairly heard in my "queue" order, subject to your 2-item-per-meeting procedure, and not delayed based on my identity.

In some of the future cases, a portion will again be related to email headers (simply because the evidence of what the govt is doing is usually *in* the emails), but the remainder will not be. I assume your committees will split them if and as needed. However I intend to file them before the IT committee recommendation is complete because the Respondent is always required to respond within 5 business days and is on notice that they should not destroy responsive records, and to preserve any statutes of limitation if imposed by future Court proceedings.

I will call later today if I don't hear from you by email, as I need to start working on the correct set of case presentations.

Thanks a lot!

Anonymous

Young, Victor (BOS)

From: 76434-70600365@requests.muckrock.com
Sent: Monday, October 7, 2019 2:52 PM
To: SOTF, (BOS)
Subject: RE: California Public Records Act Request #19091
Attachments: 19091-Committee-Presentation-x.pdf; emails-X.pdf

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

October 7, 2019

This is a follow up to request number 19091:

***** FILE 19091, for Oct. 15 committee hearing *****

SOTF/Mr. Young,

Please add the emailed attachments to the 19091 File, and agenda packet, for Oct. 15.
The Presentation PDF should be at the top of my supporting documents for the convenience of the committee.

In addition, the following linked documents should also be added to the file in addition to the complaint and exhibits originally filed.

https://cdn.muckrock.com/outbound_request_attachments/94383620Anonymous/76434/Exhibits-20190910-R-min_compressed_s0lUZaC.pdf
https://cdn.muckrock.com/outbound_request_attachments/94383620Anonymous/76434/76434-SupervisorPetition-20190910-b_OzdZoNQ.pdf
https://cdn.muckrock.com/foia_files/2019/09/05/2019-09-05_Response_to_Muckrock.pdf
https://cdn.muckrock.com/foia_files/2019/10/01/Ltr._to_Muckrock_10.1.2019.pdf

Please confirm receipt of this email.

Thanks,
Anonymous

Filed via MuckRock.com
E-mail (Preferred): 76434-70600365@requests.muckrock.com
Upload documents directly:
https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-76434%252F%253Femail%253Dsotf%252540sfgov.org&url_auth_token=AAAxJKbo2Vje5U7JiikNXfIXyg%3A1iHavX%3AXGOYs94Dzw4Fk53D7D8FGAKfxps

Is this email coming to the wrong contact? Something else wrong? Use the above link to let us know.

For mailed responses, please address (see note):
MuckRock News

DEPT MR 76434
411A Highland Ave
Somerville, MA 02144-2516

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.

On Oct. 2, 2019:
Subject: FW: California Public Records Act Request #19091
Dear Anonymous,

The records to which you refer are from a Whatsapp account used by Mr. Cretan on his personal device, solely for governmental purposes.

The photos were not provided because they need to be retrieved from a live image of the messages. We are inquiring as to whether they can feasibly be provided.

Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

On Sept. 26, 2019:
Subject: SOTF - Updated Notice of Appearance - Complaint Committee; October 15, 2019 5:30 p.m.
Good Afternoon:

You are receiving this notice because you are named as a Complainant or Respondent in one of the following complaints scheduled before the Complaint Committee to: 1) hear the merits of the complaint; 2) issue a determination; and/or 3) consider referrals from a Task Force Committee.

Date: October 15, 2019

Location: City Hall, Room 408

Time: 5:30 p.m.

Complainants: Your attendance is required for this meeting/hearing.

Respondents/Departments: Pursuant to Section 67.21 (e) of the Ordinance, the custodian of records or a representative of your department, who can speak to the matter, is required at the meeting/hearing.

Complaints:

File No. 19084: Complaint filed by Mo Green against the City Attorney's Office for allegedly violating Administrative Code (Sunshine Ordinance), Sections 67.21 and 67.25, by failing to respond to a request for documents in a timely and/or complete manner.

File No. 19085: Complaint filed by Mo Green against the Public Utilities Commission for allegedly violating Administrative Code (Sunshine Ordinance), Sections 67.21 and 67.25, by failing to respond to a request for documents in a timely and/or complete.

File No. 19093: Complaint filed by Michael Petrelis against Mayor London Breed and the Office of the Mayor for allegedly violating Administrative Code, (Sunshine Ordinance) Sections 67.21 by failing to respond to a request for public records in a timely and/or complete manner.

File No. 19091: Complaint filed by Anonymous against Mayor London Breed, Hank Heckel and the Office of the Mayor for allegedly violating Administrative Code, (Sunshine Ordinance) Sections 67.21, 67.26, 67.27 and 67.29-7, by failing to respond to a request for public records in a timely and/or complete manner.

File No. 19094: Complaint filed by Anonymous against Linda Gerull and the Department of Technology for allegedly violating Administrative Code (Sunshine Ordinance), Sections 67.21, 67.25, 67.26 and 67.27 by failing to respond to a public records request in a timely and/or complete manner.

Documentation (evidence supporting/disputing complaint)

For a document to be considered, it must be received at least five (5) working days before the hearing (see attached Public Complaint Procedure). For inclusion into the agenda packet, supplemental/supporting documents must be received by 5:00 pm, October 7, 2019.

On Sept. 26, 2019:
Subject: RE: California Public Records Act Request #19091
Thanks!

On Sept. 26, 2019:
Subject: FW: FW: Request for 2 complaint waiver
Dear Anonymous:

Please see a response from Chair Wolfe below.

Cheryl Leger
Assistant Clerk, Board of Supervisors
Tel: 415-554-7724

[CustomerSatisfactionIcon]<<http://www.sfbos.org/index.aspx?page=104>> Click here<<http://www.sfbos.org/index.aspx?page=104>> to complete a Board of Supervisors Customer Service Satisfaction form.

The Legislative Research Center<<http://www.sfbos.org/index.aspx?page=9681>> provides 24-hour access to Board of Supervisors legislation, and archived matters since August 1998.

Disclosures: Personal information that is provided in communications to the Board of Supervisors is subject to disclosure under the California Public Records Act and the San Francisco Sunshine Ordinance. Personal information provided will not be redacted. Members of the public are not required to provide personal identifying information when they communicate with the Board of Supervisors and its committees. All written or oral communications that members of the public submit to the Clerk's Office regarding pending legislation or hearings will be made available to all members of the public for inspection and copying. The Clerk's Office does not redact any information from these submissions. This

means that personal information—including names, phone numbers, addresses and similar information that a member of the public elects to submit to the Board and its committees—may appear on the Board of Supervisors website or in other public documents that members of the public may inspect or copy.

On Sept. 24, 2019:

Subject: RE: California Public Records Act Request #19091

** NOTE: Please redact all responses correctly. This is a public mailbox, and all of your responses (including disclosed records) may be automatically and instantly available to the general public on the MuckRock.com service used to issue this request (though I am not a MuckRock representative). **

Thank you for the records.

Please clarify whether these records are from Mr. Cretan's government or personal whatsapp account (i.e. was this responsive to request AA or BB)?

Furthermore there appear to be 27 photos withheld in page 1 - are those the 6254(f) withholdings? I asked for attachments and inline images in the request.

Thanks,
Anonymous

On July 2, 2019:

Subject: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

RE: Email and Electronic Communications Audit

To Whom It May Concern:

** NOTE: this is a public mailbox, and all of your responses (including disclosed records) may be automatically and instantly available to the general public on the MuckRock.com service used to issue this request (though I am not a MuckRock representative). **

We request under the San Francisco Sunshine Ordinance (Ordinance) and the California Public Records Act (CPRA) the following items from the Mayor's Office.

Similar requests were recently made of the Board of Supervisors and Clerk. If a person has multiple email addresses (including but not limited to email aliases), 10 emails from each are requested. For example the Mayor may have a public-facing email alias and also an email address she uses to do business internally- 10 from each are requested. Please do not include spam or product advertisement emails.

We remind you of your obligations to provide electronic records in the original format you hold them in. Therefore, e-mails exported in the .eml or .msg format with all non-exempt headers, metadata, attachments, etc. are best. However, if you choose to convert emails, for example, to PDF or printed format, to easily redact them, you must ensure that you have preserved the full content of the original email record (as specified in request "A"), which contains many detailed headers beyond the generally used From/To/Subject/Sent/etc. For the chat apps, a screenshot or print-out is acceptable.

If you use PDF, use properly redacted searchable or text pdfs. Please don't use image PDFs to make it harder to analyze the records.

If you provide PDFs instead of original email files, only give a few of the headers or lacking attachments/images, and/or

improperly withhold public records that exist on private accounts/devices you may be in violation of SF Admin Code and/or CPRA, and we may challenge your decision at the Sunshine Ordinance Task Force, Supervisor of Records, judicially, and/or via any other remedies available to us. I currently have pending petitions to the Task Force and Supervisor of Records to correct prior disclosure failures of electronic information from your and other SF agencies.

You must justify all withholding.

Provide records in a rolling fashion. Do not wait for all records to be available.

Please provide only those copies of records available without any fees. If you determine certain records would require fees, please instead provide the required free notice of which of those records are available and non-exempt for inspection in-person if we so choose. Please use email to respond.

I look forward to your prompt disclosure.

PART 1 - Email

A. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails RECEIVED BY EACH OFFICIAL government email account of

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

B. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails SENT FROM EACH OFFICIAL government email account of

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

C. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails IN THE DRAFT or OUTBOX folder of EACH OFFICIAL government email account of the following. Please remember the special Sunshine exceptions to CPRA draft withholding under SF Admin Code 67.24(a).

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director

7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

D. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails regarding the public's business (specifically those disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017)) SENT FROM EACH PERSONAL email account(s) of the following officials, TO/CC/BCC any sfgov.org email address. If NO such emails exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

E. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails regarding the public's business (specifically those disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017)) RECEIVED BY EACH PERSONAL email account(s) of the following officials, FROM any sfgov.org email address. If NO such emails exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

PART 2 - Chat/Messaging

As used below "Conversations" include but are not limited to any metadata records showing that a conversation had taken place but is now deleted (due to expiration for example).

Various types of apps are mentioned below.

A. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Facebook Messenger]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

B. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Telegram]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

C. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Slack]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

D. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Google Hangouts]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

E. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Signal]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

F. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [SMS/MMS/text messages]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

G. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Facebook Messenger], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

H. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Telegram], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

I. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Slack], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff

3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

J. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Google Hangouts], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

K. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Signal], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
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3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

L. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [text/SMS/MMS messaging], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

PART 3: all instruments used to inquire of each official as to whether they possess any responsive records above, and all of their responses

Sincerely,
Anonymous

Filed via MuckRock.com

E-mail (Preferred): 76434-70600365@requests.muckrock.com

Upload documents directly:

https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-76434%252F%253Femail%253Dsotf%252540sfgov.org&url_auth_token=AAxJKbo2Vje5U7JJilkNXfXyg%3A1iHavX%3AXGOYs94Dzw4Fk53D7D8FGAKfxps

Is this email coming to the wrong contact? Something else wrong? Use the above link to let us know.

For mailed responses, please address (see note):

MuckRock News
DEPT MR 76434
411A Highland Ave
Somerville, MA 02144-2516

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.



#19091
Anonymous
vs
Office of Mayor, et al.

19091 Anonymous v Office of Mayor, Breed, et al.

Before the SOTF Complaint Committee
San Francisco City Hall - October 15, 2019

Re: Disclosure of Text Messages, Emails, Chats, Images,
Attachments; *San Jose v Superior Court (Smith)*; Native
Formats; Metadata & Headers

I am not an attorney or IT administrator. Instead, this presentation is my lay opinion based on my research.

19091 Anonymous v Office of Mayor, Breed, et al.

Timeline & Facts of the Case

1. **July 2, 2019** - Request for emails, chats, and texts of Mayor's Office leadership, in native formats, with metadata/headers, and including personal accounts
 2. **July 12** - Invoked 14-day Extension
 3. **July 26-27** - Response to July 2; Failure to justify redactions with specificity; Provided printed + scanned records
 4. **July 29** - Supplemental Response to July 2
 5. **Aug 22** - IDR for Custodian Working Group records
 6. **Aug 23** - Some records disclosed re: Aug 22
 7. **Aug 26** - IDR for *City of San Jose* affidavits/declarations from July 2 request
 8. **Aug 26** - SOTF Complaint 19091 filed; Sup. of Records Petition filed
 9. **Aug 27/28** - Follow-up to July 2 request for WhatsApp and Instagram records as well
 10. **Sept. 5** - Sup. of Records denies Aug. 26 petition
 11. **Sept. 11** - Subsequent Sup. of Records petition.
 12. **Sept. 17** - Further disclosure re: Aug 22 request
 13. **Sept. 19** - Respondent denies *portion* of Aug 26 request under A/C privilege.
 14. **Sept. 23** - Disclosures for Aug 27/28 request.
 15. **Oct. 2** - Respondents indicate difficulty in providing image records on Cretan's personal WhatsApp account used for government business
- As of **Oct. 7**, Resp. has failed even to provide a complete response to Aug. 26/27/28 requests, and Sup. of Records has also provided no determination to Sept. 11 petition.

19091 Anonymous v Office of Mayor, Breed, et al.

Jurisdiction over Individual Named Respondents

- **Mayor London N. Breed** - department head, a custodian of her own personal communication re: the public's business, also responsible under SFAC 67.29-7
- **Hank Heckel** - contact point, department custodian, and a custodian of his own personal communication re: the public's business
- **Tyrone Jue, Sean Elsbernd, Andres Power, Andrea Bruss, Marjan Philhour, Jeff Cretan, Sophia Kittler** - custodians of their own personal communications re: the public's business
- SFAC 67.21 makes "every person having custody of any public record or public information" responsible for disclosing their records.
- SFAC 67.30 provides you jurisdiction over "any person" allegedly violating the Sunshine Ordinance.

19091 Anonymous v Office of Mayor, Breed, et al.

Allegations in 19091

1. **SFAC 67.21/67.26/City of San Jose v Superior Court (Smith, 2017)** - Public records on private property withheld and/or improperly searched
2. **SFAC 67.21** - Records not received from certain individual custodians of public records (at least Tyrone Jue) within the Mayor's Office
3. **SFAC 67.21/67.26** - *City of San Jose* instruments withheld; incomplete response to requests.
4. **SFAC 67.21(l)/CPRA Gov Code 6253(b)** - Respondents printed and scanned records, instead of providing native .msg/.eml or *even* non-scanned .pdf.
5. **SFAC 67.26** - Redactions were made without clear reference to justifications
6. **SFAC 67.26/67.27** - Respondents withheld without justification: images, attachments, URLs, portions of messages, city e-mail addresses, sent dates
7. **SFAC 67.29-7** - Failure to maintain records in a professional manner
8. **SFAC 67.26** - Respondents withheld (with justification, that I allege is wrong): email headers (*a la* 19044 v City Attorney)

19091 Anonymous v Office of Mayor, Breed, et al.

Recommended Committee Action


1. Find jurisdiction over the subject matter and all respondents, and find that the requested records are public.
2. Divide email header allegation #8 into its own case number, and refer it to the Technology Committee for expert IT advice *a la* Case 19044 on Oct. 2 (aka determinations #11-14 of the Supervisor of Records petition dated Sept. 10)
3. Refer this case (with all remaining allegations) to the full Task Force to be taken up in the regular course.

19091 Anonymous v Office of Mayor, Breed, et al.

EXHIBIT X

In the following sequence of emails, all government emails have rows saying "Office of the Mayor" but they may be from various SF govt persons.

From: Anonymous Person

07/02/2019 

Subject: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)



RE: Email and Electronic Communications Audit

To Whom It May Concern:

**** NOTE: this is a public mailbox, and all of your responses (including disclosed records) may be automatically and instantly available to the general public on the MuckRock.com service used to issue this request (though I am not a MuckRock representative). ****

We request under the San Francisco Sunshine Ordinance (Ordinance) and the California Public Records Act (CPRA) the following items from the Mayor's Office.

Similar requests were recently made of the Board of Supervisors and Clerk. If a person has multiple email addresses (including but not limited to email aliases), 10 emails from each are requested. For example the Mayor may have a public-facing email alias and also an email address she uses to do business internally- 10 from each are requested. Please do not include spam or product advertisement emails.

We remind you of your obligations to provide electronic records in the original format you hold them in. Therefore, e-mails exported in the .eml or .msg format with all non-exempt headers, metadata, attachments, etc. are best.

However, if you choose to convert emails, for example, to PDF or printed format, to easily redact them, you must ensure that you have preserved the full content of the original email record (as specified in request "A"), which contains many detailed headers beyond the generally used From/To/Subject/Sent/etc. For the chat apps, a screenshot or print-out is acceptable.

If you use PDF, use properly redacted searchable or text pdfs. Please don't use image PDFs to make it harder to analyze the records.

If you provide PDFs instead of original email files, only give a few of the headers or lacking attachments/images, and/or improperly withhold public records that exist on private accounts/devices you may be in violation of SF Admin Code and/or CPRA, and we may challenge your decision at the Sunshine Ordinance Task Force, Supervisor of Records, judicially, and/or via any other remedies available to us. I currently have pending petitions to the Task Force and Supervisor of Records to correct prior disclosure failures of electronic information from your and other SF agencies.

You must justify all withholding.

Provide records in a rolling fashion. Do not wait for all records to be available.

Please provide only those copies of records available without any fees. If you determine certain records would require fees, please instead provide the required free notice of which of those records are available and non-exempt for inspection in-person if we so choose. Please use email to respond.

I look forward to your prompt disclosure.

PART 1 - Email

A. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails **RECEIVED BY EACH OFFICIAL** government email

account of

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

B. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails SENT FROM EACH OFFICIAL government email account of

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

C. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails IN THE DRAFT or OUTBOX folder of EACH OFFICIAL government email account of the following. Please remember the special Sunshine exceptions to CPRA draft withholding under SF Admin Code 67.24(a).

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

D. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails regarding the public's business (specifically those disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017)) SENT FROM EACH PERSONAL email account(s) of the following officials, TO/CC/BCC any sfgov.org email address. If NO such emails exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

E. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails regarding the public's business (specifically those disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017)) RECEIVED BY EACH PERSONAL email account(s) of the following officials, FROM any sfgov.org email address. If NO such emails exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

PART 2 - Chat/Messaging

As used below "Conversations" include but are not limited to any metadata records showing that a conversation had taken place but is now deleted (due to expiration for example). Various types of apps are mentioned below.

A. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Facebook Messenger]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

B. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Telegram]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

C. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Slack]:

1. Mayor Breed
2. Chief of Staff

3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

D. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Google Hangouts]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

E. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Signal]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

F. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [SMS/MMS/text messages]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

G. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Facebook Messenger], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

H. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Telegram], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

I. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Slack], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

J. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Google Hangouts], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'

4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

K. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Signal], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

L. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [text/SMS/MMS messaging], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

PART 3: all instruments used to inquire of each official as to whether they possess any responsive records above, and all of their responses

Sincerely,
Anonymous



Email-Electronic-Communications-Audit-SF-Mayor.pdf

 View  Embed  Download

From: Office of the Mayor

07/12/2019

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)



Dear Requestor,

This is in response to your request below received by the Office of the Mayor on July 2, 2019. We are processing our response to your inquiry. Please note that we are invoking an extension of time to continue our response under Government Code § 6253(c) and San Francisco Admin. Code § 67.25(b) for up to 14 days from the original due date because of the need for consultation with other city departments and the potential volume of requested materials.

We understand our obligation to conduct this consultation with all practicable speed and anticipate completing our production of any responsive documents no later than July 26, 2019.

If you have any questions about your request please let us know.

Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

From: Office of the Mayor

07/26/2019

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)



VIA ELECTRONIC MAIL

Requestor: Anonymous
requests@muckrock.com<mailto:requests@muckrock.com>

July 26, 2019

Re: Public Records Request Received July 2 2019

Dear Anonymous:

This further responds to your request attached, entitled Email and Electronic Communications Audit, received by the Office of the Mayor on July 2, 2019. We previously invoked an extension of time to continue our response under Government Code § 6253(c) and San Francisco Admin. Code § 67.25(b) for up to 14 days from the original due date because of the need for consultation with other city departments and the potential volume of requested materials.

Response Dated July 26, 2019

We have completed our search and consultation and are attaching herewith responsive records located in the possession of the Office of the Mayor. The documents are provided in multiple emails due to file size. Please note that responsive emails from official city email accounts are provided for all of the requested custodians. Additionally, responsive text messages from personal devices pertaining to city business have been provided for Communications Director Jeff Cretan, Liaison to the Board of Supervisors Sophia Kittler and Compliance Officer Hank Heckel. No such responsive texts were located for the other requested custodians. Further, no responsive communications in the other electronic media named were located for the requested custodians.

P667

The responsive documents have been provided in a PDF format for its ease of transferability and accessibility, consistent with Cal. Gov. Code 6253.9(a)(1). Metadata from any native format has not been provided to avoid risks to the security and integrity of the city's data system and avoid the release of exempt confidential or privileged information. Pursuant to Cal. Gov. Code 6253.9 (f), an agency is not required to provide an electronic record in an electronic format that would jeopardize or compromise the security or integrity of the original record or its data system. The PDF format ensures the security and integrity of the original record.

Please note that certain documents have been withheld on the basis of the attorney-client privilege and/or the attorney work product doctrine. Gov't Code § 6254(k); Evid. Code § 954; Code of Civ. Proc. § 2018.030; Gov't Code § 6276.04; Admin. Code § 67.21(k).

Please note that certain personal information such as private email addresses, phone numbers and personal addresses has been redacted to avoid an unwarranted breach of personal privacy. See Cal. Govt. Code Secs. 6254(c), 6254(k); California Constitution, Art. I, Sec. 1.

Please note that certain information has been redacted on the basis of the attorney-client privilege. Gov't Code § 6254(k); Evidence Code § 954; Admin. Code § 67.21(k).

Please also note that certain call-in information has been redacted pursuant to the official information privilege. See Cal. Evid. Code Sec. 1040(b)(2).

Please note that certain identifying information has been redacted to protect the identity of certain individuals involved in ongoing hiring processes. See Cal. Govt. Code Secs. 6254(c), Admin. Code § 67.24(c).

Please note that we are responding only on behalf of the Office of the Mayor and not on behalf of other City Departments. If you have any questions about your request or would like to submit another public records request, please feel free to contact us at mayorsunshinerequests@sfgov.org.
Best Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco



Email-Electronic-Communications-Audit-SF-Mayor

Download



Responsive Documents Re MuckRock Request Compliance Officer Hank Heckel 1

Download

From: Office of the Mayor

07/26/2019

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)



From: MayorSunshineRequests, MYR (MYR) <mayorsunshinerequests@sfgov.org>

Sent: Friday, July 26, 2019 7:05 PM

To: MayorSunshineRequests, MYR (MYR)

<mayorsunshinerequests@sfgov.org>; requests@muckrock.com

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

VIA ELECTRONIC MAIL

Requestor: Anonymous
requests@muckrock.com<mailto:requests@muckrock.com>

July 26, 2019

Re: Public Records Request Received July 2 2019

Dear Anonymous:

This further responds to your request attached, entitled Email and Electronic Communications Audit, received by the Office of the Mayor on July 2, 2019. We previously invoked an extension of time to continue our response under Government Code § 6253(c) and San Francisco Admin. Code § 67.25(b) for up to 14 days from the original due date because of the need for consultation with other city departments and the potential volume of requested materials.

Response Dated July 26, 2019

We have completed our search and consultation and are attaching herewith responsive records located in the possession of the Office of the Mayor. The documents are provided in multiple emails due to file size. Please note that responsive emails from official city email accounts are provided for all of the requested custodians. Additionally, responsive text messages from personal devices pertaining to city business have been provided for Communications Director Jeff Cretan, Liaison to the Board of Supervisors Sophia Kittler and Compliance Officer Hank Heckel. No such responsive texts were located for the other requested custodians. Further, no responsive communications in the other electronic media named were located for the requested custodians.

The responsive documents have been provided in a PDF format for its ease of transferability and accessibility, consistent with Cal. Gov. Code 6253.9(a)(1). Metadata from any native format has not been provided to avoid risks to the security and integrity of the city's data system and avoid the release of exempt confidential or privileged information. Pursuant to Cal. Gov. Code 6253.9 (f), an agency is not required to provide an electronic record in an electronic format that would jeopardize or compromise the security or integrity of the original record or its data system. The PDF format ensures the security and integrity of the original record.

Please note that certain documents have been withheld on the basis of the attorney-client privilege and/or the attorney work product doctrine. Gov't Code § 6254(k); Evid. Code § 954; Code of Civ. Proc. § 2018.030; Gov't Code § 6276.04; Admin. Code § 67.21(k).

Please note that certain personal information such as private email addresses, phone numbers and personal addresses has been redacted to avoid an unwarranted breach of personal privacy. See Cal. Govt. Code Secs. 6254(c), 6254(k); California Constitution, Art. I, Sec. 1.

Please note that certain information has been redacted on the basis of the attorney-client privilege. Gov't Code § 6254(k); Evidence Code § 954; Admin. Code § 67.21(k).

Please also note that certain call-in information has been redacted pursuant to the official information privilege. See Cal. Evid. Code Sec. 1040(b)(2).

Please note that certain identifying information has been redacted to protect the identity of certain individuals involved in ongoing hiring processes. See Cal. Govt. Code Secs. 6254(c), Admin. Code § 67.24(c).

Please note that we are responding only on behalf of the Office of the Mayor and not on behalf of other City Departments. If you have any questions about your request or would like to submit another public records request, please feel free to contact us at mayorsunshinerequests@sfgov.org<<mailto:mayorsunshinerequests@sfgov.org>>.

Best Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

From: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<<mailto:mayorsunshinerequests@sfgov.org>>>
Sent: Friday, July 12, 2019 3:54 PM
To: requests@muckrock.com<<mailto:requests@muckrock.com>>; MayorSunshineRequests, MYR (MYR) <mayorsunshinerequests@sfgov.org<<mailto:mayorsunshinerequests@sfgov.org>>>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

Dear Requestor,

This is in response to your request below received by the Office of the Mayor on July 2, 2019. We are processing our response to your inquiry. Please note that we are invoking an extension of time to continue our response under Government Code § 6253(c) and San Francisco Admin. Code § 67.25(b) for up to 14 days from the original due date because of the need for consultation with other city departments and the potential volume of requested materials.

We understand our obligation to conduct this consultation with all practicable speed and anticipate completing our production of any responsive documents no later than July 26, 2019.

If you have any questions about your request please let us know.

Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

From: requests@muckrock.com<<mailto:requests@muckrock.com>>
<requests@muckrock.com<<mailto:requests@muckrock.com>>>
Sent: Friday, July 12, 2019 2:01 AM
To: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<<mailto:mayorsunshinerequests@sfgov.org>>>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

July 12, 2019

This is a follow up to a previous request:

To Whom It May Concern:

I wanted to follow up on the following California Public Records Act request, copied below, and originally submitted on July 2, 2019. Please let me know when I can expect to receive a response.

Thanks for your help, and let me know if further clarification is needed.

Filed via MuckRock.com

E-mail (Preferred): requests@muckrock.com<<mailto:requests@muckrock.com>>

Upload documents directly: https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-76434%252F%253Femail%253Dmayorsunshinerequests%252540sfgov.org&url_auth_token=AAAxJlxKbHL78P4hPis99lsuo1Y%3A1hRQ8%3A5YfOmKj4HBhldPSV3l5DcZr9f54

Is this email coming to the wrong contact? Something else wrong? Use the above link to let us know.

76434%252F%253Femail%253Dmayorsunshinerequests%252540sfgov.org&url_auth_token=AAAxJlxKbHL78P4hPis99lsuo1Y%3A1hRQ8%3A5YfOmKj4HBhldPSV3l5DcZr9f54

Is this email coming to the wrong contact? Something else wrong? Use the above link to let us know.

For mailed responses, please address (see note):

MuckRock News

DEPT MR 76434

411A Highland Ave

Somerville, MA 02144-2516

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.

On July 2, 2019:

Subject: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

RE: Email and Electronic Communications Audit

To Whom It May Concern:

** NOTE: this is a public mailbox, and all of your responses (including disclosed records) may be automatically and instantly available to the general public on the MuckRock.com service used to issue this request (though I am not a MuckRock representative). **

We request under the San Francisco Sunshine Ordinance (Ordinance) and the California Public Records Act (CPRA) the following items from the Mayor's Office.

Similar requests were recently made of the Board of Supervisors and Clerk. If a person has multiple email addresses (including but not limited to email aliases), 10 emails from each are

requested. For example the Mayor may have a public-facing email alias and also an email address she uses to do business internally- 10 from each are requested. Please do not include spam or product advertisement emails.

We remind you of your obligations to provide electronic records in the original format you hold them in. Therefore, e-mails exported in the .eml or .msg format with all non-exempt headers, metadata, attachments, etc. are best.

However, if you choose to convert emails, for example, to PDF or printed format, to easily redact them, you must ensure that you have preserved the full content of the original email record (as specified in request "A"), which contains many detailed headers beyond the generally used From/To/Subject/Sent/etc. For the chat apps, a screenshot or print-out is acceptable.

If you use PDF, use properly redacted searchable or text pdfs. Please don't use image PDFs to make it harder to analyze the records.

If you provide PDFs instead of original email files, only give a few of the headers or lacking attachments/images, and/or improperly withhold public records that exist on private accounts/devices you may be in violation of SF Admin Code and/or CPRA, and we may challenge your decision at the Sunshine Ordinance Task Force, Supervisor of Records, judicially, and/or via any other remedies available to us. I currently have pending petitions to the Task Force and Supervisor of Records to correct prior disclosure failures of electronic information from your and other SF agencies.

You must justify all withholding.

Provide records in a rolling fashion. Do not wait for all records to be available.

Please provide only those copies of records available without any fees. If you determine certain records would require fees, please instead provide the required free notice of which of those records are available and non-exempt for inspection in-person if we so choose. Please use email to respond.

I look forward to your prompt disclosure.

PART 1 - Email

A. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails RECEIVED BY EACH OFFICIAL government email account of

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

B. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails SENT FROM EACH OFFICIAL government email account of

1. Mayor Breed

2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

C. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails IN THE DRAFT or OUTBOX folder of EACH OFFICIAL government email account of the following. Please remember the special Sunshine exceptions to CPRA draft withholding under SF Admin Code 67.24(a).

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

D. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails regarding the public's business (specifically those disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017)) SENT FROM EACH PERSONAL email account(s) of the following officials, TO/CC/BCC any sfgov.org email address. If NO such emails exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

E. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails regarding the public's business (specifically those disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017)) RECEIVED BY EACH PERSONAL email account(s) of the following officials, FROM any sfgov.org email address. If NO such emails exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

PART 2 - Chat/Messaging

As used below "Conversations" include but are not limited to any metadata records showing that a conversation had taken place but is now deleted (due to expiration for example).

Various types of apps are mentioned below.

A. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Facebook Messenger]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

B. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Telegram]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

C. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Slack]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

D. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Google Hangouts]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director

6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

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1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

F. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [SMS/MMS/text messages]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

G. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Facebook Messenger], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

H. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Telegram], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no

responsive records.

1. Mayor Breed
2. Chief of Staff
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4. Deputy Chief of Staff
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8. Compliance Officer

I. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Slack], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
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8. Compliance Officer

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1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

K. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Signal], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff

3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

L.an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [text/SMS/MMS messaging], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

PART 3: all instruments used to inquire of each official as to whether they possess any responsive records above, and all of their responses

Sincerely,
Anonymous

Filed via MuckRock.com

E-mail (Preferred): requests@muckrock.com<<mailto:requests@muckrock.com>>

Upload documents directly: <https://accounts.muckrock.com/accounts/login/>?

next=[https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-](https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-76434%252F%252Femail%252Dmayorsunshinerequests%252540sfgov.org&url_auth_token=AAAxJlxKbHL78P4hPis99lsuo1Y%3A1hRQ8%3A5YfOmKj4HBhldPSV3l5DcZr9f54)

[76434%252F%252Femail%252Dmayorsunshinerequests%252540sfgov.org&url_auth_token=AAAxJlxKbHL78P4hPis99lsuo1Y%3A1hRQ8%3A5YfOmKj4HBhldPSV3l5DcZr9f54](https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-76434%252F%252Femail%252Dmayorsunshinerequests%252540sfgov.org&url_auth_token=AAAxJlxKbHL78P4hPis99lsuo1Y%3A1hRQ8%3A5YfOmKj4HBhldPSV3l5DcZr9f54)

Is this email coming to the wrong contact? Something else wrong? Use the above link to let us know.

For mailed responses, please address (see note):

MuckRock News

DEPT MR 76434

411A Highland Ave

Somerville, MA 02144-2516

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[http://email.requests.muckrock.com/o/eJw1zUEOgyAQAMDXICNZLAvugUMT4zcadRclFkmhNunv20s_MMMB0akUOjAE3nRAAAja6HEYPPQ3BBxhcJYuFqo8T2mvpvO57LUsu15KVlu4Es8sPPuIY.mJ05GJkOxmaRbj3nZl8pcc9cSCyPYKqIU-fU#5tC0d8nd_RYtreetS1y_4iC-s]



7.26.19 Response to Anonymous Requestor

Download



MuckRock Request - Compliance Officer Hank Heckel_Redacted 2

Download

From: Office of the Mayor

07/26/2019

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)



From: MayorSunshineRequests, MYR (MYR) <mayorsunshinerequests@sfgov.org>

Sent: Friday, July 26, 2019 8:53 PM

To: MayorSunshineRequests, MYR (MYR)

<mayorsunshinerequests@sfgov.org>; requests@muckrock.com

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

From: MayorSunshineRequests, MYR (MYR)

<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>

Sent: Friday, July 26, 2019 7:05 PM

To: MayorSunshineRequests, MYR (MYR)

<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>; requests@muckrock.com<mailto:requests@muckrock.com>

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

VIA ELECTRONIC MAIL

Requestor: Anonymous

requests@muckrock.com<mailto:requests@muckrock.com>

July 26, 2019

Re: Public Records Request Received July 2 2019

Dear Anonymous:

This further responds to your request attached, entitled Email and Electronic Communications Audit, received by the Office of the Mayor on July 2, 2019. We previously invoked an extension of time to continue our response under Government Code § 6253(c) and San Francisco Admin. Code § 67.25(b) for up to 14 days from the original due date because of the need for consultation with other city departments and the potential volume of requested materials.

Response Dated July 26, 2019

We have completed our search and consultation and are attaching herewith responsive records located in the possession of the Office of the Mayor. The documents are provided in multiple emails due to file size. Please note that responsive emails from official city email accounts are provided for all of the requested custodians. Additionally, responsive text messages from personal devices pertaining to city business have been provided for Communications Director Jeff Cretan, Liaison to the Board of Supervisors Sophia Kittler and Compliance Officer Hank Heckel. No such responsive

texts were located for the other requested custodians. Further, no responsive communications in the other electronic media named were located for the requested custodians.

The responsive documents have been provided in a PDF format for its ease of transferability and accessibility, consistent with Cal. Gov. Code 6253.9(a)(1). Metadata from any native format has not been provided to avoid risks to the security and integrity of the city's data system and avoid the release of exempt confidential or privileged information. Pursuant to Cal. Gov. Code 6253.9 (f), an agency is not required to provide an electronic record in an electronic format that would jeopardize or compromise the security or integrity of the original record or its data system. The PDF format ensures the security and integrity of the original record.

Please note that certain documents have been withheld on the basis of the attorney-client privilege and/or the attorney work product doctrine. Gov't Code § 6254(k); Evid. Code § 954; Code of Civ. Proc. § 2018.030; Gov't Code § 6276.04; Admin. Code § 67.21(k).

Please note that certain personal information such as private email addresses, phone numbers and personal addresses has been redacted to avoid an unwarranted breach of personal privacy. See Cal. Govt. Code Secs. 6254(c), 6254(k); California Constitution, Art. I, Sec. 1.

Please note that certain information has been redacted on the basis of the attorney-client privilege. Gov't Code § 6254(k); Evidence Code § 954; Admin. Code § 67.21(k).

Please also note that certain call-in information has been redacted pursuant to the official information privilege. See Cal. Evid. Code Sec. 1040(b)(2).

Please note that certain identifying information has been redacted to protect the identity of certain individuals involved in ongoing hiring processes. See Cal. Govt. Code Secs. 6254(c), Admin. Code § 67.24(c).

Please note that we are responding only on behalf of the Office of the Mayor and not on behalf of other City Departments. If you have any questions about your request or would like to submit another public records request, please feel free to contact us at mayorsunshinerequests@sfgov.org<<mailto:mayorsunshinerequests@sfgov.org>>.

Best Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

From: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<<mailto:mayorsunshinerequests@sfgov.org>>>
Sent: Friday, July 12, 2019 3:54 PM
To: requests@muckrock.com<<mailto:requests@muckrock.com>>; MayorSunshineRequests, MYR (MYR) <mayorsunshinerequests@sfgov.org<<mailto:mayorsunshinerequests@sfgov.org>>>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

Dear Requestor,

This is in response to your request below received by the Office of the Mayor on July 2, 2019. We are processing our response to your inquiry. Please note that we are invoking an extension of time

to continue our response under Government Code § 6253(c) and San Francisco Admin. Code § 67.25(b) for up to 14 days from the original due date because of the need for consultation with other city departments and the potential volume of requested materials.

We understand our obligation to conduct this consultation with all practicable speed and anticipate completing our production of any responsive documents no later than July 26, 2019.

If you have any questions about your request please let us know.

Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

From: requests@muckrock.com<mailto:requests@muckrock.com>
<requests@muckrock.com<mailto:requests@muckrock.com>>
Sent: Friday, July 12, 2019 2:01 AM
To: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

July 12, 2019

This is a follow up to a previous request:

To Whom It May Concern:

I wanted to follow up on the following California Public Records Act request, copied below, and originally submitted on July 2, 2019. Please let me know when I can expect to receive a response.

Thanks for your help, and let me know if further clarification is needed.

Filed via MuckRock.com
E-mail (Preferred): requests@muckrock.com<mailto:requests@muckrock.com>
Upload documents directly: https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-76434%252F%253Femail%253Dmayorsunshinerequests%252540sfgov.org&url_auth_token=AAAxJlxKbHL78P4hPis99lsuo1Y%3A1h1rQ8%3A5YfOmKj4HBhdPSV3l5DcZr9f54
Is this email coming to the wrong contact? Something else wrong? Use the above link to let us know.

For mailed responses, please address (see note):
MuckRock News
DEPT MR 76434

411A Highland Ave
Somerville, MA 02144-2516

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.

On July 2, 2019:

Subject: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

RE: Email and Electronic Communications Audit

To Whom It May Concern:

** NOTE: this is a public mailbox, and all of your responses (including disclosed records) may be automatically and instantly available to the general public on the MuckRock.com service used to issue this request (though I am not a MuckRock representative). **

We request under the San Francisco Sunshine Ordinance (Ordinance) and the California Public Records Act (CPRA) the following items from the Mayor's Office.

Similar requests were recently made of the Board of Supervisors and Clerk. If a person has multiple email addresses (including but not limited to email aliases), 10 emails from each are requested. For example the Mayor may have a public-facing email alias and also an email address she uses to do business internally- 10 from each are requested. Please do not include spam or product advertisement emails.

We remind you of your obligations to provide electronic records in the original format you hold them in. Therefore, e-mails exported in the .eml or .msg format with all non-exempt headers, metadata, attachments, etc. are best.

However, if you choose to convert emails, for example, to PDF or printed format, to easily redact them, you must ensure that you have preserved the full content of the original email record (as specified in request "A"), which contains many detailed headers beyond the generally used From/To/Subject/Sent/etc. For the chat apps, a screenshot or print-out is acceptable.

If you use PDF, use properly redacted searchable or text pdfs. Please don't use image PDFs to make it harder to analyze the records.

If you provide PDFs instead of original email files, only give a few of the headers or lacking attachments/images, and/or improperly withhold public records that exist on private accounts/devices you may be in violation of SF Admin Code and/or CPRA, and we may challenge your decision at the Sunshine Ordinance Task Force, Supervisor of Records, judicially, and/or via any other remedies available to us. I currently have pending petitions to the Task Force and Supervisor of Records to correct prior disclosure failures of electronic information from your and other SF agencies.

You must justify all withholding.

Provide records in a rolling fashion. Do not wait for all records to be available.

Please provide only those copies of records available without any fees. If you determine certain records would require fees, please instead provide the required free notice of which of those

records are available and non-exempt for inspection in-person if we so choose. Please use email to respond.

I look forward to your prompt disclosure.

PART 1 - Email

A. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails RECEIVED BY EACH OFFICIAL government email account of

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

B. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails SENT FROM EACH OFFICIAL government email account of

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
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6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

C. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails IN THE DRAFT or OUTBOX folder of EACH OFFICIAL government email account of the following. Please remember the special Sunshine exceptions to CPRA draft withholding under SF Admin Code 67.24(a).

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

D. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails regarding the public's business (specifically those disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017)) SENT FROM EACH PERSONAL email account(s) of the following officials, TO/CC/BCC any sfgov.org email address. If NO such emails exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

E. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails regarding the public's business (specifically those disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017)) RECEIVED BY EACH PERSONAL email account(s) of the following officials, FROM any sfgov.org email address. If NO such emails exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

PART 2 - Chat/Messaging

As used below "Conversations" include but are not limited to any metadata records showing that a conversation had taken place but is now deleted (due to expiration for example). Various types of apps are mentioned below.

A. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Facebook Messenger]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

B. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Telegram]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director

7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

C. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Slack]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

D. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Google Hangouts]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

E. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Signal]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

F. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [SMS/MMS/text messages]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

G. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Facebook Messenger], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

H. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Telegram], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

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4. Deputy Chief of Staff
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6. Policy Director
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8. Compliance Officer

I. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Slack], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

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4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

J. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all

PERSONAL account(s) of the following person in [Google Hangouts], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

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1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

L.an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [text/SMS/MMS messaging], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

PART 3: all instruments used to inquire of each official as to whether they possess any responsive records above, and all of their responses

Sincerely,
Anonymous

Filed via MuckRock.com

E-mail (Preferred): requests@muckrock.com<<mailto:requests@muckrock.com>>

Upload documents directly: https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-76434%252F%253Femail%253Dmayorsunshinerequests%252540sfgov.org&url_auth_token=AAAxJlxKbHL78P4hPis99lsuo1Y%3A1hrQ8%3A5YfOmKj4HBhldPSV3l5DcZr9f54

Is this email coming to the wrong contact? Something else wrong? Use the above link to let us know.


For mailed responses, please address (see note):
MuckRock News
DEPT MR 76434
411A Highland Ave
Somerville, MA 02144-2516


PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.

[http://email.requests.muckrock.com/o/eJw1zUEOgyAQAMDXICNZLAvugUMT4zcadRclFkmhNunv20s_MMMB0akUOjAE3nRAAAja6HEYPPQ3BBxhcJYuFqo8T2mvpvO57LUsu15KVlu4Es8sPPuIYmJ05GJkOxmaRbj3nZI8pcc9cSCyPYKqIU-fUtt5tC0d8nd_RYtreetS1y_4iC-s]

 MuckRock Request - Compliance Officer Hank Heckel_Redacted 3

 Download

 MuckRock Request - Policy Director Andres Power 1

 Download

From: Office of the Mayor

07/27/2019

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)




Dear Anonymous,


Please see the additional responsive records. Please note that in addition to the redactions noted below regarding privilege, personal privacy, official information dial-in numbers and codes, and open personnel decisions, these files contain redactions of information that is exempt from disclosure because it relates to ongoing negotiations regarding real estate and/or constitutes draft recommendations of the author. See Admin. Code § 67.25(a), (e).

Additional responsive documents will follow in separate emails due to file size.

Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

 MuckRock Request - Policy Director Andres Power 1

 Download

From: Office of the Mayor

P687

07/27/2019

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)



From: Heckel, Hank (MYR)

Sent: Friday, July 26, 2019 9:17 PM

To: MayorSunshineRequests, MYR (MYR) <mayorsunshinerequests@sfgov.org>;

'requests@muckrock.com' <requests@muckrock.com>

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

Dear Anonymous,

Please see the additional responsive records. Please note that in addition to the redactions noted below regarding privilege, personal privacy, official information dial-in numbers and codes, and open personnel decisions, these files contain redactions of information that is exempt from disclosure because it relates to ongoing negotiations regarding real estate and/or constitutes draft recommendations of the author. See Admin. Code § 67.25(a), (e).

Additional responsive documents will follow in separate emails due to file size.

Regards,

Hank Heckel

Compliance Officer

Office of Mayor London N. Breed

City and County of San Francisco

From: MayorSunshineRequests, MYR (MYR)

Sent: Friday, July 26, 2019 8:54 PM

To: MayorSunshineRequests, MYR (MYR)

<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>; requests@muckrock.com<mailto:requests@muckrock.com>

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

From: MayorSunshineRequests, MYR (MYR)

<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>

Sent: Friday, July 26, 2019 8:53 PM

To: MayorSunshineRequests, MYR (MYR)

<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>; requests@muckrock.com<mailto:requests@muckrock.com>

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

From: MayorSunshineRequests, MYR (MYR)

<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>

Sent: Friday, July 26, 2019 7:05 PM

To: MayorSunshineRequests, MYR (MYR)

<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>; requests@muckrock.com<mailto:requests@muckrock.com>

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

VIA ELECTRONIC MAIL

Requestor: Anonymous
requests@muckrock.com<mailto:requests@muckrock.com>

July 26, 2019

Re: Public Records Request Received July 2 2019

Dear Anonymous:

This further responds to your request attached, entitled Email and Electronic Communications Audit, received by the Office of the Mayor on July 2, 2019. We previously invoked an extension of time to continue our response under Government Code § 6253(c) and San Francisco Admin. Code § 67.25(b) for up to 14 days from the original due date because of the need for consultation with other city departments and the potential volume of requested materials.

Response Dated July 26, 2019

We have completed our search and consultation and are attaching herewith responsive records located in the possession of the Office of the Mayor. The documents are provided in multiple emails due to file size. Please note that responsive emails from official city email accounts are provided for all of the requested custodians. Additionally, responsive text messages from personal devices pertaining to city business have been provided for Communications Director Jeff Cretan, Liaison to the Board of Supervisors Sophia Kittler and Compliance Officer Hank Heckel. No such responsive texts were located for the other requested custodians. Further, no responsive communications in the other electronic media named were located for the requested custodians.

The responsive documents have been provided in a PDF format for its ease of transferability and accessibility, consistent with Cal. Gov. Code 6253.9(a)(1). Metadata from any native format has not been provided to avoid risks to the security and integrity of the city's data system and avoid the release of exempt confidential or privileged information. Pursuant to Cal. Gov. Code 6253.9 (f), an agency is not required to provide an electronic record in an electronic format that would jeopardize or compromise the security or integrity of the original record or its data system. The PDF format ensures the security and integrity of the original record.

Please note that certain documents have been withheld on the basis of the attorney-client privilege and/or the attorney work product doctrine. Gov't Code § 6254(k); Evid. Code § 954; Code of Civ. Proc. § 2018.030; Gov't Code § 6276.04; Admin. Code § 67.21(k).

Please note that certain personal information such as private email addresses, phone numbers and personal addresses has been redacted to avoid an unwarranted breach of personal privacy. See Cal. Govt. Code Secs. 6254(c), 6254(k); California Constitution, Art. I, Sec. 1.

Please note that certain information has been redacted on the basis of the attorney-client privilege. Gov't Code § 6254(k); Evidence Code § 954; Admin. Code § 67.21(k).

Please also note that certain call-in information has been redacted pursuant to the official information privilege. See Cal. Evid. Code Sec. 1040(b)(2).

Please note that certain identifying information has been redacted to protect the identity of certain individuals involved in ongoing hiring processes. See Cal. Govt. Code Secs. 6254(c), Admin. Code § 67.24(c).

Please note that we are responding only on behalf of the Office of the Mayor and not on behalf of other City Departments. If you have any questions about your request or would like to submit another public records request, please feel free to contact us at mayorsunshinerequests@sfgov.org<<mailto:mayorsunshinerequests@sfgov.org>>.

Best Regards;

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

From: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<<mailto:mayorsunshinerequests@sfgov.org>>>
Sent: Friday, July 12, 2019 3:54 PM
To: requests@muckrock.com<<mailto:requests@muckrock.com>>; MayorSunshineRequests, MYR (MYR) <mayorsunshinerequests@sfgov.org<<mailto:mayorsunshinerequests@sfgov.org>>>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

Dear Requestor,

This is in response to your request below received by the Office of the Mayor on July 2, 2019. We are processing our response to your inquiry. Please note that we are invoking an extension of time to continue our response under Government Code § 6253(c) and San Francisco Admin. Code § 67.25(b) for up to 14 days from the original due date because of the need for consultation with other city departments and the potential volume of requested materials.

We understand our obligation to conduct this consultation with all practicable speed and anticipate completing our production of any responsive documents no later than July 26, 2019.

If you have any questions about your request please let us know.

Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

From: requests@muckrock.com<<mailto:requests@muckrock.com>>
<requests@muckrock.com<<mailto:requests@muckrock.com>>>
Sent: Friday, July 12, 2019 2:01 AM
To: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<<mailto:mayorsunshinerequests@sfgov.org>>>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

July 12, 2019

This is a follow up to a previous request:

To Whom It May Concern:

I wanted to follow up on the following California Public Records Act request, copied below, and originally submitted on July 2, 2019. Please let me know when I can expect to receive a response.

Thanks for your help, and let me know if further clarification is needed.

Filed via MuckRock.com

E-mail (Preferred): requests@muckrock.com<mailto:requests@muckrock.com>

Upload documents directly: https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-76434%252F%253Femail%253Dmayorsunshinerequests%252540sfgov.org&url_auth_token=AAAxJlxKbHL78P4hPis99lsuo1Y%3A1hRQ8%3A5YfOmKj4HBhdPSV3i5DcZr9f54

76434%252F%253Femail%253Dmayorsunshinerequests%252540sfgov.org&url_auth_token=AAAxJlxKbHL78P4hPis99lsuo1Y%3A1hRQ8%3A5YfOmKj4HBhdPSV3i5DcZr9f54

xJlxKbHL78P4hPis99lsuo1Y%3A1hRQ8%3A5YfOmKj4HBhdPSV3i5DcZr9f54

Is this email coming to the wrong contact? Something else wrong? Use the above link to let us know.

For mailed responses, please address (see note):

MuckRock News

DEPT MR 76434

411A Highland Ave

Somerville, MA 02144-2516

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.

On July 2, 2019:

Subject: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

RE: Email and Electronic Communications Audit

To Whom It May Concern:

** NOTE: this is a public mailbox, and all of your responses (including disclosed records) may be automatically and instantly available to the general public on the MuckRock.com service used to issue this request (though I am not a MuckRock representative). **

We request under the San Francisco Sunshine Ordinance (Ordinance) and the California Public Records Act (CPRA) the following items from the Mayor's Office.

Similar requests were recently made of the Board of Supervisors and Clerk. If a person has multiple email addresses (including but not limited to email aliases), 10 emails from each are requested. For example the Mayor may have a public-facing email alias and also an email address she uses to do business internally- 10 from each are requested. Please do not include spam or product advertisement emails.

We remind you of your obligations to provide electronic records in the original format you hold them in. Therefore, e-mails exported in the .eml or .msg format with all non-exempt headers, metadata, attachments, etc. are best.

However, if you choose to convert emails, for example, to PDF or printed format, to easily redact them, you must ensure that you have preserved the full content of the original email record (as specified in request "A"), which contains many detailed headers beyond the generally used From/To/Subject/Sent/etc. For the chat apps, a screenshot or print-out is acceptable.

If you use PDF, use properly redacted searchable or text pdfs. Please don't use image PDFs to make it harder to analyze the records.

If you provide PDFs instead of original email files, only give a few of the headers or lacking attachments/images, and/or improperly withhold public records that exist on private accounts/devices you may be in violation of SF Admin Code and/or CPRA, and we may challenge your decision at the Sunshine Ordinance Task Force, Supervisor of Records, judicially, and/or via any other remedies available to us. I currently have pending petitions to the Task Force and Supervisor of Records to correct prior disclosure failures of electronic information from your and other SF agencies.

You must justify all withholding.

Provide records in a rolling fashion. Do not wait for all records to be available.

Please provide only those copies of records available without any fees. If you determine certain records would require fees, please instead provide the required free notice of which of those records are available and non-exempt for inspection in-person if we so choose. Please use email to respond.

I look forward to your prompt disclosure.

PART 1 - Email

A. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails RECEIVED BY EACH OFFICIAL government email account of

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

B. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails SENT FROM EACH OFFICIAL government email account of

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director

7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

C. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails IN THE DRAFT or OUTBOX folder of EACH OFFICIAL government email account of the following. Please remember the special Sunshine exceptions to CPRA draft withholding under SF Admin Code 67.24(a).

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
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8. Compliance Officer

D. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails regarding the public's business (specifically those disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017)) SENT FROM EACH PERSONAL email account(s) of the following officials, TO/CC/BCC any sfgov.org email address. If NO such emails exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

E. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails regarding the public's business (specifically those disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017)) RECEIVED BY EACH PERSONAL email account(s) of the following officials, FROM any sfgov.org email address. If NO such emails exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

PART 2 - Chat/Messaging

As used below "Conversations" include but are not limited to any metadata records showing that a conversation had taken place but is now deleted (due to expiration for example).

Various types of apps are mentioned below. **P693**

A. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Facebook Messenger]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

B. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Telegram]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

C. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Slack]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

D. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Google Hangouts]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

E. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the

Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Signal]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

F. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [SMS/MMS/text messages]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

G. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Facebook Messenger], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

H. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Telegram], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

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3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director

6. Policy Director
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8. Compliance Officer

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8. Compliance Officer

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1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

PART 3: all instruments used to inquire of each official as to whether they possess any responsive records above, and all of their responses

Sincerely,
Anonymous

Filed via MuckRock.com

E-mail (Preferred): requests@muckrock.com<<mailto:requests@muckrock.com>>

Upload documents directly: <https://accounts.muckrock.com/accounts/login/>?

next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-76434%252F%253Femail%253Dmayorsunshinerequests%252540sfgov.org&url_auth_token=AAAxJlxKbHL78P4hPis99lsuo1Y%3A1hRQ8%3A5YfOmKj4HBhldPSV3l5DcZr9f54

76434%252F%253Femail%253Dmayorsunshinerequests%252540sfgov.org&url_auth_token=AAAxJlxKbHL78P4hPis99lsuo1Y%3A1hRQ8%3A5YfOmKj4HBhldPSV3l5DcZr9f54

Is this email coming to the wrong contact? Something else wrong? Use the above link to let us know.

For mailed responses, please address (see note):

MuckRock News

DEPT MR 76434

411A Highland Ave

Somerville, MA 02144-2516

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.

[http://email.requests.muckrock.com/o/eJw1zUEOgyAQAMDIXICNZLAvugUMT4zcadRclFkmhNunv20s_MMMB0akUOjAE3nRAAAja6HEYPPQ3BBxhcJYuFqo8T2mvpvO57LUsu15KVlu4Es8sPPuIYmJ05GJkOxmaRbj3nZl8pcc9cSCyPYKqIU-fUtt5tC0d8nd_RYtreetS1y_4iC-s]



MuckRock Request - Policy Director Andres Power 2

Download

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)



From: Heckel, Hank (MYR)
Sent: Friday, July 26, 2019 9:19 PM
To: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org>; requests@muckrock.com
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

From: Heckel, Hank (MYR)
Sent: Friday, July 26, 2019 9:17 PM
To: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>;
'requests@muckrock.com' <requests@muckrock.com<mailto:requests@muckrock.com>>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

Dear Anonymous,

Please see the additional responsive records. Please note that in addition to the redactions noted below regarding privilege, personal privacy, official information dial-in numbers and codes, and open personnel decisions, these files contain redactions of information that is exempt from disclosure because it relates to ongoing negotiations regarding real estate and/or constitutes draft recommendations of the author. See Admin. Code § 67.25(a), (e).

Additional responsive documents will follow in separate emails due to file size.

Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

From: MayorSunshineRequests, MYR (MYR)
Sent: Friday, July 26, 2019 8:54 PM
To: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>; requests@muckrock.com<mailto:requests@muckrock.com>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

From: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>
Sent: Friday, July 26, 2019 8:53 PM
To: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>; requests@muckrock.com<mailto:requests@muckrock.com>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

From: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>
Sent: Friday, July 26, 2019 7:05 PM

To: MayorSunshineRequests, MYR (MYR)

<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>; requests@muckrock.com<mailto:requests@muckrock.com>

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

VIA ELECTRONIC MAIL

Requestor: Anonymous

requests@muckrock.com<mailto:requests@muckrock.com>

July 26, 2019

Re: Public Records Request Received July 2 2019

Dear Anonymous:

This further responds to your request attached, entitled Email and Electronic Communications Audit, received by the Office of the Mayor on July 2, 2019. We previously invoked an extension of time to continue our response under Government Code § 6253(c) and San Francisco Admin. Code § 67.25(b) for up to 14 days from the original due date because of the need for consultation with other city departments and the potential volume of requested materials.

Response Dated July 26, 2019

We have completed our search and consultation and are attaching herewith responsive records located in the possession of the Office of the Mayor. The documents are provided in multiple emails due to file size. Please note that responsive emails from official city email accounts are provided for all of the requested custodians. Additionally, responsive text messages from personal devices pertaining to city business have been provided for Communications Director Jeff Cretan, Liaison to the Board of Supervisors Sophia Kittler and Compliance Officer Hank Heckel. No such responsive texts were located for the other requested custodians. Further, no responsive communications in the other electronic media named were located for the requested custodians.

The responsive documents have been provided in a PDF format for its ease of transferability and accessibility, consistent with Cal. Gov. Code 6253.9(a)(1). Metadata from any native format has not been provided to avoid risks to the security and integrity of the city's data system and avoid the release of exempt confidential or privileged information. Pursuant to Cal. Gov. Code 6253.9 (f), an agency is not required to provide an electronic record in an electronic format that would jeopardize or compromise the security or integrity of the original record or its data system. The PDF format ensures the security and integrity of the original record.

Please note that certain documents have been withheld on the basis of the attorney-client privilege and/or the attorney work product doctrine. Gov't Code § 6254(k); Evid. Code § 954; Code of Civ. Proc. § 2018.030; Gov't Code § 6276.04; Admin. Code § 67.21(k).

Please note that certain personal information such as private email addresses, phone numbers and personal addresses has been redacted to avoid an unwarranted breach of personal privacy. See Cal. Govt. Code Secs. 6254(c), 6254(k); California Constitution, Art. I, Sec. 1.

Please note that certain information has been redacted on the basis of the attorney-client privilege. Gov't Code § 6254(k); Evidence Code § 954; Admin. Code § 67.21(k).

Please also note that certain call-in information has been redacted pursuant to the official information privilege. See Cal. Evid. Code Sec. 1040(b)(2).

Please note that certain identifying information has been redacted to protect the identity of certain individuals involved in ongoing hiring processes. See Cal. Govt. Code Secs. 6254(c), Admin. Code § 67.24(c).

Please note that we are responding only on behalf of the Office of the Mayor and not on behalf of other City Departments. If you have any questions about your request or would like to submit another public records request, please feel free to contact us at mayorsunshinerequests@sfgov.org<<mailto:mayorsunshinerequests@sfgov.org>>.

Best Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

From: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<<mailto:mayorsunshinerequests@sfgov.org>>>
Sent: Friday, July 12, 2019 3:54 PM
To: requests@muckrock.com<<mailto:requests@muckrock.com>>; MayorSunshineRequests, MYR (MYR) <mayorsunshinerequests@sfgov.org<<mailto:mayorsunshinerequests@sfgov.org>>>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

Dear Requestor,

This is in response to your request below received by the Office of the Mayor on July 2, 2019. We are processing our response to your inquiry. Please note that we are invoking an extension of time to continue our response under Government Code § 6253(c) and San Francisco Admin. Code § 67.25(b) for up to 14 days from the original due date because of the need for consultation with other city departments and the potential volume of requested materials.

We understand our obligation to conduct this consultation with all practicable speed and anticipate completing our production of any responsive documents no later than July 26, 2019.

If you have any questions about your request please let us know.

Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

From: requests@muckrock.com<<mailto:requests@muckrock.com>>
<requests@muckrock.com<<mailto:requests@muckrock.com>>>
Sent: Friday, July 12, 2019 2:01 AM
To: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<<mailto:mayorsunshinerequests@sfgov.org>>>

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

July 12, 2019

This is a follow up to a previous request:

To Whom It May Concern:

I wanted to follow up on the following California Public Records Act request, copied below, and originally submitted on July 2, 2019. Please let me know when I can expect to receive a response.

Thanks for your help, and let me know if further clarification is needed.

Filed via MuckRock.com

E-mail (Preferred): requests@muckrock.com<<mailto:requests@muckrock.com>>

Upload documents directly: https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-76434%252F%253Femail%253Dmayorsunshinerequests%252540sfgov.org&url_auth_token=AAAxJlxKbHL78P4hPis99lsuo1Y%3A1hrQ8%3A5YfOmKj4HBhldPSV3i5DcZr9f54

next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-

76434%252F%253Femail%253Dmayorsunshinerequests%252540sfgov.org&url_auth_token=AAAxJlxKbHL78P4hPis99lsuo1Y%3A1hrQ8%3A5YfOmKj4HBhldPSV3i5DcZr9f54

Is this email coming to the wrong contact? Something else wrong? Use the above link to let us know.

For mailed responses, please address (see note):

MuckRock News

DEPT MR 76434

411A Highland Ave

Somerville, MA 02144-2516

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.

On July 2, 2019:

Subject: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

RE: Email and Electronic Communications Audit

To Whom It May Concern:

** NOTE: this is a public mailbox, and all of your responses (including disclosed records) may be automatically and instantly available to the general public on the MuckRock.com service used to issue this request (though I am not a MuckRock representative). **

We request under the San Francisco Sunshine Ordinance (Ordinance) and the California Public Records Act (CPRA) the following items from the Mayor's Office.

Similar requests were recently made of the Board of Supervisors and Clerk. If a person has multiple email addresses (including but not limited to email aliases), 10 emails from each are requested. For example the Mayor may have a public-facing email alias and also an email address she uses to do business internally- 10 from each are requested. Please do not include spam or product advertisement emails.

We remind you of your obligations to provide electronic records in the original format you hold them in. Therefore, e-mails exported in the .eml or .msg format with all non-exempt headers, metadata, attachments, etc. are best.

However, if you choose to convert emails, for example, to PDF or printed format, to easily redact them, you must ensure that you have preserved the full content of the original email record (as specified in request "A"), which contains many detailed headers beyond the generally used From/To/Subject/Sent/etc. For the chat apps, a screenshot or print-out is acceptable.

If you use PDF, use properly redacted searchable or text pdfs. Please don't use image PDFs to make it harder to analyze the records.

If you provide PDFs instead of original email files, only give a few of the headers or lacking attachments/images, and/or improperly withhold public records that exist on private accounts/devices you may be in violation of SF Admin Code and/or CPRA, and we may challenge your decision at the Sunshine Ordinance Task Force, Supervisor of Records, judicially, and/or via any other remedies available to us. I currently have pending petitions to the Task Force and Supervisor of Records to correct prior disclosure failures of electronic information from your and other SF agencies.

You must justify all withholding.

Provide records in a rolling fashion. Do not wait for all records to be available.

Please provide only those copies of records available without any fees. If you determine certain records would require fees, please instead provide the required free notice of which of those records are available and non-exempt for inspection in-person if we so choose. Please use email to respond.

I look forward to your prompt disclosure.

PART 1 - Email

A. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails RECEIVED BY EACH OFFICIAL government email account of

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

B. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails SENT FROM EACH OFFICIAL government email account of

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

C. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails IN THE DRAFT or OUTBOX folder of EACH OFFICIAL government email account of the following. Please remember the special Sunshine exceptions to CPRA draft withholding under SF Admin Code 67.24(a).

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

D. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails regarding the public's business (specifically those disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017)) SENT FROM EACH PERSONAL email account(s) of the following officials, TO/CC/BCC any sfgov.org email address. If NO such emails exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

E. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails regarding the public's business (specifically those disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017)) RECEIVED BY EACH PERSONAL email account(s) of the following officials, FROM any sfgov.org email address. If NO such emails exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff

5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

PART 2 - Chat/Messaging

As used below "Conversations" include but are not limited to any metadata records showing that a conversation had taken place but is now deleted (due to expiration for example). Various types of apps are mentioned below.

A. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Facebook Messenger]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
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6. Policy Director
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3. all persons holding title 'Senior Advisor to the Mayor'
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2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
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2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

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1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
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8. Compliance Officer

H. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the

Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Telegram], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

I. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Slack], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

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J. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Google Hangouts], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

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K. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Signal], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

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7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

L.an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [text/SMS/MMS messaging], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
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3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

PART 3: all instruments used to inquire of each official as to whether they possess any responsive records above, and all of their responses

Sincerely,
Anonymous

Filed via MuckRock.com

E-mail (Preferred): requests@muckrock.com<<mailto:requests@muckrock.com>>

Upload documents directly: https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-76434%252F%253Femail%253Dmayorsunshinerequests%252540sfgov.org&url_auth_token=AAAxJlxKbHL78P4hPis99lsuo1Y%3A1h1rQ8%3A5YfOmKj4HBhldPSV3l5DcZr9f54

next=[https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-](https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-76434%252F%253Femail%253Dmayorsunshinerequests%252540sfgov.org&url_auth_token=AAAxJlxKbHL78P4hPis99lsuo1Y%3A1h1rQ8%3A5YfOmKj4HBhldPSV3l5DcZr9f54)

[76434%252F%253Femail%253Dmayorsunshinerequests%252540sfgov.org&url_auth_token=AAAxJlxKbHL78P4hPis99lsuo1Y%3A1h1rQ8%3A5YfOmKj4HBhldPSV3l5DcZr9f54](https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-76434%252F%253Femail%253Dmayorsunshinerequests%252540sfgov.org&url_auth_token=AAAxJlxKbHL78P4hPis99lsuo1Y%3A1h1rQ8%3A5YfOmKj4HBhldPSV3l5DcZr9f54)

Is this email coming to the wrong contact? Something else wrong? Use the above link to let us know.

For mailed responses, please address (see note):

MuckRock News

DEPT MR 76434

411A Highland Ave

Somerville, MA 02144-2516

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also

note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.

[http://email.requests.muckrock.com/o/eJw1zUEOgyAQAMDIXICNZLAvugUMT4zcadRclFkmhNunv20s_MMMB0akUOjAE3nRAAAja6HEYPPQ3BBxhcJYuFqo8T2mvpvO57LUsu15KVlu4Es8sPPuIYmJ05GJkOxmaRbj3nZI8pcc9cSCyPYKqIU-fUtt5tC0d8nd_RYtreetS1y_4iC-s]



MuckRock Request - Deputy Chief of Staff Andrea Bruss

 Download

From: Office of the Mayor

07/27/2019

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)



From: Heckel, Hank (MYR)

Sent: Friday, July 26, 2019 9:32 PM

To: MayorSunshineRequests, MYR (MYR)

<mayorsunshinerequests@sfgov.org>; requests@muckrock.com

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

From: Heckel, Hank (MYR)

Sent: Friday, July 26, 2019 9:19 PM

To: MayorSunshineRequests, MYR (MYR)

<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>; requests@muckrock.com<mailto:requests@muckrock.com>

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

From: Heckel, Hank (MYR)

Sent: Friday, July 26, 2019 9:17 PM

To: MayorSunshineRequests, MYR (MYR)

<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>;

'requests@muckrock.com' <requests@muckrock.com<mailto:requests@muckrock.com>>

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

Dear Anonymous,

Please see the additional responsive records. Please note that in addition to the redactions noted below regarding privilege, personal privacy, official information dial-in numbers and codes, and open personnel decisions, these files contain redactions of information that is exempt from disclosure because it relates to ongoing negotiations regarding real estate and/or constitutes draft recommendations of the author. See Admin. Code § 67.25(a), (e).

Additional responsive documents will follow in separate emails due to file size.

Regards,

Hank Heckel

Compliance Officer

Office of Mayor London N. Breed

City and County of San Francisco

P708

From: MayorSunshineRequests, MYR (MYR)
Sent: Friday, July 26, 2019 8:54 PM
To: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>; requests@muckrock.com<mailto:requests@muckrock.com>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

From: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>
Sent: Friday, July 26, 2019 8:53 PM
To: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>; requests@muckrock.com<mailto:requests@muckrock.com>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

From: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>
Sent: Friday, July 26, 2019 7:05 PM
To: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>; requests@muckrock.com<mailto:requests@muckrock.com>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

VIA ELECTRONIC MAIL

Requestor: Anonymous
requests@muckrock.com<mailto:requests@muckrock.com>

July 26, 2019

Re: Public Records Request Received July 2 2019

Dear Anonymous:

This further responds to your request attached, entitled Email and Electronic Communications Audit, received by the Office of the Mayor on July 2, 2019. We previously invoked an extension of time to continue our response under Government Code § 6253(c) and San Francisco Admin. Code § 67.25(b) for up to 14 days from the original due date because of the need for consultation with other city departments and the potential volume of requested materials.

Response Dated July 26, 2019

We have completed our search and consultation and are attaching herewith responsive records located in the possession of the Office of the Mayor. The documents are provided in multiple emails due to file size. Please note that responsive emails from official city email accounts are provided for all of the requested custodians. Additionally, responsive text messages from personal devices pertaining to city business have been provided for Communications Director Jeff Cretan, Liaison to the Board of Supervisors Sophia Kittler and Compliance Officer Hank Heckel. No such responsive texts were located for the other requested custodians. Further, no responsive communications in the other electronic media named were located for the requested custodians.

The responsive documents have been provided in a PDF format for its ease of transferability and accessibility, consistent with Cal. Gov. Code 6253.9(a)(1). Metadata from any native format has not been provided to avoid risks to the security and integrity of the city's data system and avoid the release of exempt confidential or privileged information. Pursuant to Cal. Gov. Code 6253.9 (f), an agency is not required to provide an electronic record in an electronic format that would jeopardize or compromise the security or integrity of the original record or its data system. The PDF format ensures the security and integrity of the original record.

Please note that certain documents have been withheld on the basis of the attorney-client privilege and/or the attorney work product doctrine. Gov't Code § 6254(k); Evid. Code § 954; Code of Civ. Proc. § 2018.030; Gov't Code § 6276.04; Admin. Code § 67.21(k).

Please note that certain personal information such as private email addresses, phone numbers and personal addresses has been redacted to avoid an unwarranted breach of personal privacy. See Cal. Govt. Code Secs. 6254(c), 6254(k); California Constitution, Art. I, Sec. 1.

Please note that certain information has been redacted on the basis of the attorney-client privilege. Gov't Code § 6254(k); Evidence Code § 954; Admin. Code § 67.21(k).

Please also note that certain call-in information has been redacted pursuant to the official information privilege. See Cal. Evid. Code Sec. 1040(b)(2).

Please note that certain identifying information has been redacted to protect the identity of certain individuals involved in ongoing hiring processes. See Cal. Govt. Code Secs. 6254(c), Admin. Code § 67.24(c).

Please note that we are responding only on behalf of the Office of the Mayor and not on behalf of other City Departments. If you have any questions about your request or would like to submit another public records request, please feel free to contact us at mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>.

Best Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

From: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>
Sent: Friday, July 12, 2019 3:54 PM
To: requests@muckrock.com<mailto:requests@muckrock.com>; MayorSunshineRequests, MYR (MYR) <mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

Dear Requestor,

This is in response to your request below received by the Office of the Mayor on July 2, 2019. We are processing our response to your inquiry. Please note that we are invoking an extension of time to continue our response under Government Code § 6253(c) and San Francisco Admin. Code § 67.25(b) for up to 14 days from the original due date because of the need for consultation with other city departments and the potential volume of requested materials.

We understand our obligation to conduct this consultation with all practicable speed and anticipate completing our production of any responsive documents no later than July 26, 2019.

If you have any questions about your request please let us know.

Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

From: requests@muckrock.com<mailto:requests@muckrock.com>
<requests@muckrock.com<mailto:requests@muckrock.com>>
Sent: Friday, July 12, 2019 2:01 AM
To: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

July 12, 2019

This is a follow up to a previous request:

To Whom It May Concern:

I wanted to follow up on the following California Public Records Act request, copied below, and originally submitted on July 2, 2019. Please let me know when I can expect to receive a response.

Thanks for your help, and let me know if further clarification is needed.

Filed via MuckRock.com
E-mail (Preferred): requests@muckrock.com<mailto:requests@muckrock.com>
Upload documents directly: https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-76434%252F%253Femail%253Dmayorsunshinerequests%252540sfgov.org&url_auth_token=AAAxJlxKbHL78P4hPis99lsuo1Y%3A1h1rQ8%3A5YfOmKj4HBhIdPSV3l5DcZr9f54
Is this email coming to the wrong contact? Something else wrong? Use the above link to let us know.

For mailed responses, please address (see note):
MuckRock News
DEPT MR 76434
411A Highland Ave
Somerville, MA 02144-2516

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also

note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.

On July 2, 2019:

Subject: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

RE: Email and Electronic Communications Audit

To Whom It May Concern:

** NOTE: this is a public mailbox, and all of your responses (including disclosed records) may be automatically and instantly available to the general public on the MuckRock.com service used to issue this request (though I am not a MuckRock representative). **

We request under the San Francisco Sunshine Ordinance (Ordinance) and the California Public Records Act (CPRA) the following items from the Mayor's Office.

Similar requests were recently made of the Board of Supervisors and Clerk. If a person has multiple email addresses (including but not limited to email aliases), 10 emails from each are requested. For example the Mayor may have a public-facing email alias and also an email address she uses to do business internally- 10 from each are requested. Please do not include spam or product advertisement emails.

We remind you of your obligations to provide electronic records in the original format you hold them in. Therefore, e-mails exported in the .eml or .msg format with all non-exempt headers, metadata, attachments, etc. are best.

However, if you choose to convert emails, for example, to PDF or printed format, to easily redact them, you must ensure that you have preserved the full content of the original email record (as specified in request "A"), which contains many detailed headers beyond the generally used From/To/Subject/Sent/etc. For the chat apps, a screenshot or print-out is acceptable.

If you use PDF, use properly redacted searchable or text pdfs. Please don't use image PDFs to make it harder to analyze the records.

If you provide PDFs instead of original email files, only give a few of the headers or lacking attachments/images, and/or improperly withhold public records that exist on private accounts/devices you may be in violation of SF Admin Code and/or CPRA, and we may challenge your decision at the Sunshine Ordinance Task Force, Supervisor of Records, judicially, and/or via any other remedies available to us. I currently have pending petitions to the Task Force and Supervisor of Records to correct prior disclosure failures of electronic information from your and other SF agencies.

You must justify all withholding.

Provide records in a rolling fashion. Do not wait for all records to be available.

Please provide only those copies of records available without any fees. If you determine certain records would require fees, please instead provide the required free notice of which of those records are available and non-exempt for inspection in-person if we so choose. Please use email to respond.

I look forward to your prompt disclosure.

PART 1 - Email

A. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails RECEIVED BY EACH OFFICIAL government email account of

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

B. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails SENT FROM EACH OFFICIAL government email account of

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

C. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails IN THE DRAFT or OUTBOX folder of EACH OFFICIAL government email account of the following. Please remember the special Sunshine exceptions to CPRA draft withholding under SF Admin Code 67.24(a).

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

D. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails regarding the public's business (specifically those disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017)) SENT FROM EACH PERSONAL email account(s) of the following officials, TO/CC/BCC any sfgov.org email address. If NO such emails exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director

6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

E. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails regarding the public's business (specifically those disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017)) RECEIVED BY EACH PERSONAL email account(s) of the following officials, FROM any sfgov.org email address. If NO such emails exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

PART 2 - Chat/Messaging

As used below "Conversations" include but are not limited to any metadata records showing that a conversation had taken place but is now deleted (due to expiration for example). Various types of apps are mentioned below.

A. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Facebook Messenger]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

B. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Telegram]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
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5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

C. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the

Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Slack]:

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3. all persons holding title 'Senior Advisor to the Mayor'
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3. all persons holding title 'Senior Advisor to the Mayor'
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6. Policy Director
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1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

G. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Facebook Messenger], solely to the extent that

such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

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2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
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7. Mayor's Liaison to the Board of Supervisors
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7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

J. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Google Hangouts], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there

are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

K. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Signal], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

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L. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [text/SMS/MMS messaging], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

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3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

PART 3: all instruments used to inquire of each official as to whether they possess any responsive records above, and all of their responses

Sincerely,
Anonymous

Filed via MuckRock.com

E-mail (Preferred): requests@muckrock.com<<mailto:requests@muckrock.com>>

Upload documents directly: <https://accounts.muckrock.com/accounts/login/>?

next=[https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccou](https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccou)

nts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-76434%252F%253Femail%253Dmayorsunshinerequests%252540sfgov.org&url_auth_token=AAAxJlXKbHL78P4hPis99lsuo1Y%3A1hIhRQ8%3A5YfOmKj4HBhldPSV3l5DcZr9f54

Is this email coming to the wrong contact? Something else wrong? Use the above link to let us know.

For mailed responses, please address (see note):

MuckRock News
DEPT MR.76434
411A Highland Ave
Somerville, MA 02144-2516

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.

[http://email.requests.muckrock.com/o/eJw1zUEOgyAQAMDXICNZLAvugUMT4zcadRclFkmhNunv20s_MMMB0akUOjAE3nRAAAja6HEYPPQ3BBxhcJYuFqo8T2mvpvO57LUsu15KVlu4Es8sPPuIYmJ05GJkOxmaRbj3nZI8pcc9cSCyPYKqIU-fUtt5tC0d8nd_RYtreetS1y_4iC-s]



MuckRock Request - Senior Advisor Marjan Philhour

Download

From: Office of the Mayor

07/27/2019

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)



From: Heckel, Hank (MYR)

Sent: Friday, July 26, 2019 10:00 PM

To: MayorSunshineRequests, MYR (MYR)

<mayorsunshinerequests@sfgov.org>; requests@muckrock.com

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

From: Heckel, Hank (MYR)

Sent: Friday, July 26, 2019 9:32 PM

To: MayorSunshineRequests, MYR (MYR)

<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>; requests@muckrock.com<mailto:requests@muckrock.com>

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

From: Heckel, Hank (MYR)

Sent: Friday, July 26, 2019 9:19 PM

To: MayorSunshineRequests, MYR (MYR)

<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>; requests@muckrock.com<mailto:requests@muckrock.com>

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

From: Heckel, Hank (MYR)

Sent: Friday, July 26, 2019 9:17 PM

To: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>;
'requests@muckrock.com' <requests@muckrock.com<mailto:requests@muckrock.com>>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit
(SF Mayor)

Dear Anonymous,

Please see the additional responsive records. Please note that in addition to the redactions noted below regarding privilege, personal privacy, official information dial-in numbers and codes, and open personnel decisions, these files contain redactions of information that is exempt from disclosure because it relates to ongoing negotiations regarding real estate and/or constitutes draft recommendations of the author. See Admin. Code § 67.25(a), (e).

Additional responsive documents will follow in separate emails due to file size.

Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

From: MayorSunshineRequests, MYR (MYR)
Sent: Friday, July 26, 2019 8:54 PM
To: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>; requests@muc
krock.com<mailto:requests@muckrock.com>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit
(SF Mayor)

From: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>
Sent: Friday, July 26, 2019 8:53 PM
To: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>; requests@muc
krock.com<mailto:requests@muckrock.com>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit
(SF Mayor)

From: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>
Sent: Friday, July 26, 2019 7:05 PM
To: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>; requests@muc
krock.com<mailto:requests@muckrock.com>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit
(SF Mayor)

VIA ELECTRONIC MAIL

Requestor: Anonymous
requests@muckrock.com<mailto:requests@muckrock.com>

July 26, 2019

Re: Public Records Request Received July 2 2019

Dear Anonymous:

This further responds to your request attached, entitled Email and Electronic Communications Audit, received by the Office of the Mayor on July 2, 2019. We previously invoked an extension of time to continue our response under Government Code § 6253(c) and San Francisco Admin. Code § 67.25(b) for up to 14 days from the original due date because of the need for consultation with other city departments and the potential volume of requested materials.

Response Dated July 26, 2019

We have completed our search and consultation and are attaching herewith responsive records located in the possession of the Office of the Mayor. The documents are provided in multiple emails due to file size. Please note that responsive emails from official city email accounts are provided for all of the requested custodians. Additionally, responsive text messages from personal devices pertaining to city business have been provided for Communications Director Jeff Cretan, Liaison to the Board of Supervisors Sophia Kittler and Compliance Officer Hank Heckel. No such responsive texts were located for the other requested custodians. Further, no responsive communications in the other electronic media named were located for the requested custodians.

The responsive documents have been provided in a PDF format for its ease of transferability and accessibility, consistent with Cal. Gov. Code 6253.9(a)(1). Metadata from any native format has not been provided to avoid risks to the security and integrity of the city's data system and avoid the release of exempt confidential or privileged information. Pursuant to Cal. Gov. Code 6253.9 (f), an agency is not required to provide an electronic record in an electronic format that would jeopardize or compromise the security or integrity of the original record or its data system. The PDF format ensures the security and integrity of the original record.

Please note that certain documents have been withheld on the basis of the attorney-client privilege and/or the attorney work product doctrine. Gov't Code § 6254(k); Evid. Code § 954; Code of Civ. Proc. § 2018.030; Gov't Code § 6276.04; Admin. Code § 67.21(k).

Please note that certain personal information such as private email addresses, phone numbers and personal addresses has been redacted to avoid an unwarranted breach of personal privacy. See Cal. Govt. Code Secs. 6254(c), 6254(k); California Constitution, Art. I, Sec. 1.

Please note that certain information has been redacted on the basis of the attorney-client privilege. Gov't Code § 6254(k); Evidence Code § 954; Admin. Code § 67.21(k).

Please also note that certain call-in information has been redacted pursuant to the official information privilege. See Cal. Evid. Code Sec. 1040(b)(2).

Please note that certain identifying information has been redacted to protect the identity of certain individuals involved in ongoing hiring processes. See Cal. Govt. Code Secs. 6254(c), Admin. Code § 67.24(c).

Please note that we are responding only on behalf of the Office of the Mayor and not on behalf of other City Departments. If you have any questions about your request or would like to submit another public records request, please feel free to contact us at mayorsunshinerequests@sfgov.org<<mailto:mayorsunshinerequests@sfgov.org>>.

Best Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

From: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>
Sent: Friday, July 12, 2019 3:54 PM
To: requests@muckrock.com<mailto:requests@muckrock.com>; MayorSunshineRequests, MYR (MYR) <mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

Dear Requestor,

This is in response to your request below received by the Office of the Mayor on July 2, 2019. We are processing our response to your inquiry. Please note that we are invoking an extension of time to continue our response under Government Code § 6253(c) and San Francisco Admin. Code § 67.25(b) for up to 14 days from the original due date because of the need for consultation with other city departments and the potential volume of requested materials.

We understand our obligation to conduct this consultation with all practicable speed and anticipate completing our production of any responsive documents no later than July 26, 2019.

If you have any questions about your request please let us know.

Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

From: requests@muckrock.com<mailto:requests@muckrock.com>
<requests@muckrock.com<mailto:requests@muckrock.com>>
Sent: Friday, July 12, 2019 2:01 AM
To: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

July 12, 2019

This is a follow up to a previous request:

To Whom It May Concern:

I wanted to follow up on the following California Public Records Act request, copied below, and originally submitted on July 2, 2019. Please let me know when I can expect to receive a response.

Thanks for your help, and let me know if further clarification is needed.

Filed via MuckRock.com

E-mail (Preferred): requests@muckrock.com<<mailto:requests@muckrock.com>>

Upload documents directly: https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-76434%252F%253Femail%253Dmayorsunshinerequests%252540sfgov.org&url_auth_token=AAAxJlxKbHL78P4hPis99Isuo1Y%3A1hrQ8%3A5YfOmKj4HBhldPSV3l5DcZr9f54

next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-

76434%252F%253Femail%253Dmayorsunshinerequests%252540sfgov.org&url_auth_token=AAAxJlxKbHL78P4hPis99Isuo1Y%3A1hrQ8%3A5YfOmKj4HBhldPSV3l5DcZr9f54

Is this email coming to the wrong contact? Something else wrong? Use the above link to let us know.

For mailed responses, please address (see note):

MuckRock News

DEPT MR 76434

411A Highland Ave

Somerville, MA 02144-2516

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.

On July 2, 2019:

Subject: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

RE: Email and Electronic Communications Audit

To Whom It May Concern:

** NOTE: this is a public mailbox, and all of your responses (including disclosed records) may be automatically and instantly available to the general public on the MuckRock.com service used to issue this request (though I am not a MuckRock representative). **

We request under the San Francisco Sunshine Ordinance (Ordinance) and the California Public Records Act (CPRA) the following items from the Mayor's Office.

Similar requests were recently made of the Board of Supervisors and Clerk. If a person has multiple email addresses (including but not limited to email aliases), 10 emails from each are requested. For example the Mayor may have a public-facing email alias and also an email address she uses to do business internally- 10 from each are requested. Please do not include spam or product advertisement emails.

We remind you of your obligations to provide electronic records in the original format you hold them in. Therefore, e-mails exported in the .eml or .msg format with all non-exempt headers, metadata, attachments, etc. are best.

However, if you choose to convert emails, for example, to PDF or printed format, to easily redact them, you must ensure that you have preserved the full content of the original email record (as

specified in request "A"), which contains many detailed headers beyond the generally used From/To/Subject/Sent/etc. For the chat apps, a screenshot or print-out is acceptable.

If you use PDF, use properly redacted searchable or text pdfs. Please don't use image PDFs to make it harder to analyze the records.

If you provide PDFs instead of original email files, only give a few of the headers or lacking attachments/images, and/or improperly withhold public records that exist on private accounts/devices you may be in violation of SF Admin Code and/or CPRA, and we may challenge your decision at the Sunshine Ordinance Task Force, Supervisor of Records, judicially, and/or via any other remedies available to us. I currently have pending petitions to the Task Force and Supervisor of Records to correct prior disclosure failures of electronic information from your and other SF agencies.

You must justify all withholding.

Provide records in a rolling fashion. Do not wait for all records to be available.

Please provide only those copies of records available without any fees. If you determine certain records would require fees, please instead provide the required free notice of which of those records are available and non-exempt for inspection in-person if we so choose. Please use email to respond.

I look forward to your prompt disclosure.

PART 1 - Email

A. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails RECEIVED BY EACH OFFICIAL government email account of

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

B. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails SENT FROM EACH OFFICIAL government email account of

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

C. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails IN THE DRAFT or OUTBOX folder of EACH OFFICIAL government email account of the following. Please remember the special Sunshine exceptions to CPRA draft withholding under SF Admin Code 67.24(a).

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

D. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails regarding the public's business (specifically those disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017)) SENT FROM EACH PERSONAL email account(s) of the following officials; TO/CC/BCC any sfgov.org email address. If NO such emails exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

E. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails regarding the public's business (specifically those disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017)) RECEIVED BY EACH PERSONAL email account(s) of the following officials, FROM any sfgov.org email address. If NO such emails exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
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6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

PART 2 - Chat/Messaging

As used below "Conversations" include but are not limited to any metadata records showing that a conversation had taken place but is now deleted (due to expiration for example).

Various types of apps are mentioned below.

A. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the

Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Facebook Messenger]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

B. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Telegram]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

C. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Slack]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

D. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Google Hangouts]:

1. Mayor Breed
2. Chief of Staff
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6. Policy Director
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3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

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1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

G. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Facebook Messenger], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

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3. all persons holding title 'Senior Advisor to the Mayor'
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5. Communications Director
6. Policy Director

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4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

L.an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [text/SMS/MMS messaging], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

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3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

PART 3: all instruments used to inquire of each official as to whether they possess any responsive records above, and all of their responses

Sincerely,
Anonymous

Filed via MuckRock.com

E-mail (Preferred): requests@muckrock.com<<mailto:requests@muckrock.com>>

Upload documents directly: <https://accounts.muckrock.com/accounts/login/>?

next=[https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-76434%252F%252Femail%252Fmayorsunshinerequests%252540sfgov.org&url_auth_token=AAAxJlxKbHL78P4hPis99lsuo1Y%3A1hRQ8%3A5YfOmKj4HBhdPSV3l5DcZr9f54](https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-76434%252F%252Femail%252Fmayorsunshinerequests%252540sfgov.org&url_auth_token=AAAxJlxKbHL78P4hPis99lsuo1Y%3A1hRQ8%3A5YfOmKj4HBhdPSV3l5DcZr9f54)

76434%252F%252Femail%252Fmayorsunshinerequests%252540sfgov.org&url_auth_token=AAAxJlxKbHL78P4hPis99lsuo1Y%3A1hRQ8%3A5YfOmKj4HBhdPSV3l5DcZr9f54

Is this email coming to the wrong contact? Something else wrong? Use the above link to let us know.

For mailed responses, please address (see note):

MuckRock News

DEPT MR 76434

411A Highland Ave

Somerville, MA 02144-2516

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.

[http://email.requests.muckrock.com/o/eJw1zUEOgyAQAMDXICNZLAvugUMT4zcadRclFkmhNunv20s_MMMB0akUOjAE3nRAAAja6HEYPPQ3BBxhcJYufqo8T2mvpvO57LUsu15KVlu4Es8sPPuIYmJ05GJkOxmaRbj3nZl8pcc9cSCyPYKqIU-fUtt5tC0d8nd_RYtreetS1y_4iC-s]



MuckRock Request - Chief of Staff Sean Elsbernd 1

Download

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)



From: Heckel, Hank (MYR)
Sent: Friday, July 26, 2019 10:06 PM
To: MayorSunshineRequests, MYR (MYR) <mayorsunshinerequests@sfgov.org>;
'requests@muckrock.com' <requests@muckrock.com>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit
(SF Mayor)

From: Heckel, Hank (MYR)
Sent: Friday, July 26, 2019 10:00 PM
To: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>; requests@muc
krock.com<mailto:requests@muckrock.com>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit
(SF Mayor)

From: Heckel, Hank (MYR)
Sent: Friday, July 26, 2019 9:32 PM
To: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>; requests@muc
krock.com<mailto:requests@muckrock.com>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit
(SF Mayor)

From: Heckel, Hank (MYR)
Sent: Friday, July 26, 2019 9:19 PM
To: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>; requests@muc
krock.com<mailto:requests@muckrock.com>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit
(SF Mayor)

From: Heckel, Hank (MYR)
Sent: Friday, July 26, 2019 9:17 PM
To: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>;
'requests@muckrock.com' <requests@muckrock.com<mailto:requests@muckrock.com>>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit
(SF Mayor)

Dear Anonymous,

Please see the additional responsive records. Please note that in addition to the redactions noted below regarding privilege, personal privacy, official information dial-in numbers and codes, and open personnel decisions, these files contain redactions of information that is exempt from disclosure because it relates to ongoing negotiations regarding real estate and/or constitutes draft recommendations of the author. See Admin. Code § 67.25(a), (e).

Additional responsive documents will follow in separate emails due to file size.

Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

From: MayorSunshineRequests, MYR (MYR)
Sent: Friday, July 26, 2019 8:54 PM
To: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>; requests@muckrock.com<mailto:requests@muckrock.com>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

From: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>
Sent: Friday, July 26, 2019 8:53 PM
To: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>; requests@muckrock.com<mailto:requests@muckrock.com>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

From: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>
Sent: Friday, July 26, 2019 7:05 PM
To: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>; requests@muckrock.com<mailto:requests@muckrock.com>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

VIA ELECTRONIC MAIL

Requestor: Anonymous
requests@muckrock.com<mailto:requests@muckrock.com>

July 26, 2019

Re: Public Records Request Received July 2 2019

Dear Anonymous:

This further responds to your request attached, entitled Email and Electronic Communications Audit, received by the Office of the Mayor on July 2, 2019. We previously invoked an extension of time to continue our response under Government Code § 6253(c) and San Francisco Admin. Code § 67.25(b) for up to 14 days from the original due date because of the need for consultation with other city departments and the potential volume of requested materials.

Response Dated July 26, 2019

We have completed our search and consultation and are attaching herewith responsive records located in the possession of the Office of the Mayor. The documents are provided in multiple emails due to file size. Please note that responsive emails from official city email accounts are provided for

all of the requested custodians. Additionally, responsive text messages from personal devices pertaining to city business have been provided for Communications Director Jeff Cretan, Liaison to the Board of Supervisors Sophia Kittler and Compliance Officer Hank Heckel. No such responsive texts were located for the other requested custodians. Further, no responsive communications in the other electronic media named were located for the requested custodians.

The responsive documents have been provided in a PDF format for its ease of transferability and accessibility, consistent with Cal. Gov. Code 6253.9(a)(1). Metadata from any native format has not been provided to avoid risks to the security and integrity of the city's data system and avoid the release of exempt confidential or privileged information. Pursuant to Cal. Gov. Code 6253.9 (f), an agency is not required to provide an electronic record in an electronic format that would jeopardize or compromise the security or integrity of the original record or its data system. The PDF format ensures the security and integrity of the original record.

Please note that certain documents have been withheld on the basis of the attorney-client privilege and/or the attorney work product doctrine. Gov't Code § 6254(k); Evid. Code § 954; Code of Civ. Proc. § 2018.030; Gov't Code § 6276.04; Admin. Code § 67.21(k).

Please note that certain personal information such as private email addresses, phone numbers and personal addresses has been redacted to avoid an unwarranted breach of personal privacy. See Cal. Govt. Code Secs. 6254(c), 6254(k); California Constitution, Art. I, Sec. 1.

Please note that certain information has been redacted on the basis of the attorney-client privilege. Gov't Code § 6254(k); Evidence Code § 954; Admin. Code § 67.21(k).

Please also note that certain call-in information has been redacted pursuant to the official information privilege. See Cal. Evid. Code Sec. 1040(b)(2).

Please note that certain identifying information has been redacted to protect the identity of certain individuals involved in ongoing hiring processes. See Cal. Govt. Code Secs. 6254(c), Admin. Code § 67.24(c).

Please note that we are responding only on behalf of the Office of the Mayor and not on behalf of other City Departments. If you have any questions about your request or would like to submit another public records request, please feel free to contact us at mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>.

Best Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

From: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>
Sent: Friday, July 12, 2019 3:54 PM
To: requests@muckrock.com<mailto:requests@muckrock.com>; MayorSunshineRequests, MYR (MYR) <mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

Dear Requestor,

This is in response to your request below received by the Office of the Mayor on July 2, 2019. We are processing our response to your inquiry. Please note that we are invoking an extension of time to continue our response under Government Code § 6253(c) and San Francisco Admin. Code § 67.25(b) for up to 14 days from the original due date because of the need for consultation with other city departments and the potential volume of requested materials.

We understand our obligation to conduct this consultation with all practicable speed and anticipate completing our production of any responsive documents no later than July 26, 2019.

If you have any questions about your request please let us know.

Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

From: requests@muckrock.com<mailto:requests@muckrock.com>
<requests@muckrock.com<mailto:requests@muckrock.com>>
Sent: Friday, July 12, 2019 2:01 AM
To: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

July 12, 2019

This is a follow up to a previous request:

To Whom It May Concern:

I wanted to follow up on the following California Public Records Act request, copied below, and originally submitted on July 2, 2019. Please let me know when I can expect to receive a response.

Thanks for your help, and let me know if further clarification is needed.

Filed via MuckRock.com

E-mail (Preferred): requests@muckrock.com<mailto:requests@muckrock.com>

Upload documents directly: https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-76434%252F%253Femail%253Dmayorsunshinerequests%252540sfgov.org&url_auth_token=AAAxJlxKbHL78P4hPis99lsuo1Y%3A1hRQ8%3A5YfOmKj4HBhldPSV3l5DcZr9f54

next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-76434%252F%253Femail%253Dmayorsunshinerequests%252540sfgov.org&url_auth_token=AAAxJlxKbHL78P4hPis99lsuo1Y%3A1hRQ8%3A5YfOmKj4HBhldPSV3l5DcZr9f54

76434%252F%253Femail%253Dmayorsunshinerequests%252540sfgov.org&url_auth_token=AAAxJlxKbHL78P4hPis99lsuo1Y%3A1hRQ8%3A5YfOmKj4HBhldPSV3l5DcZr9f54

Is this email coming to the wrong contact? Something else wrong? Use the above link to let us know.

For mailed responses, please address (see note):

MuckRock News

P732

DEPT MR 76434
411A Highland Ave
Somerville, MA 02144-2516

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.

On July 2, 2019:

Subject: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

RE: Email and Electronic Communications Audit

To Whom It May Concern:

** NOTE: this is a public mailbox, and all of your responses (including disclosed records) may be automatically and instantly available to the general public on the MuckRock.com service used to issue this request (though I am not a MuckRock representative). **

We request under the San Francisco Sunshine Ordinance (Ordinance) and the California Public Records Act (CPRA) the following items from the Mayor's Office.

Similar requests were recently made of the Board of Supervisors and Clerk. If a person has multiple email addresses (including but not limited to email aliases), 10 emails from each are requested. For example the Mayor may have a public-facing email alias and also an email address she uses to do business internally- 10 from each are requested. Please do not include spam or product advertisement emails.

We remind you of your obligations to provide electronic records in the original format you hold them in. Therefore, e-mails exported in the .eml or .msg format with all non-exempt headers, metadata, attachments, etc. are best.

However, if you choose to convert emails, for example, to PDF or printed format, to easily redact them, you must ensure that you have preserved the full content of the original email record (as specified in request "A"), which contains many detailed headers beyond the generally used From/To/Subject/Sent/etc. For the chat apps, a screenshot or print-out is acceptable.

If you use PDF, use properly redacted searchable or text pdfs. Please don't use image PDFs to make it harder to analyze the records.

If you provide PDFs instead of original email files, only give a few of the headers or lacking attachments/images, and/or improperly withhold public records that exist on private accounts/devices you may be in violation of SF Admin Code and/or CPRA, and we may challenge your decision at the Sunshine Ordinance Task Force, Supervisor of Records, judicially, and/or via any other remedies available to us. I currently have pending petitions to the Task Force and Supervisor of Records to correct prior disclosure failures of electronic information from your and other SF agencies.

You must justify all withholding.

Provide records in a rolling fashion. Do not wait for all records to be available.

Please provide only those copies of records available without any fees. If you determine certain records would require fees, please instead provide the required free notice of which of those records are available and non-exempt for inspection in-person if we so choose. Please use email to respond.

I look forward to your prompt disclosure.

PART 1 - Email

A. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance; of the most recent 10 emails RECEIVED BY EACH OFFICIAL government email account of

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

B. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails SENT FROM EACH OFFICIAL government email account of

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

C. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails IN THE DRAFT or OUTBOX folder of EACH OFFICIAL government email account of the following. Please remember the special Sunshine exceptions to CPRA draft withholding under SF Admin Code 67.24(a).

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

D. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails regarding the public's business (specifically those disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017)) SENT FROM EACH PERSONAL email account(s) of the following officials,

TO/CC/BCC any sfgov.org email address. If NO such emails exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

E. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails regarding the public's business (specifically those disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017)) RECEIVED BY EACH PERSONAL email account(s) of the following officials, FROM any sfgov.org email address. If NO such emails exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

PART 2 - Chat/Messaging

As used below "Conversations" include but are not limited to any metadata records showing that a conversation had taken place but is now deleted (due to expiration for example).

Various types of apps are mentioned below.

A. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Facebook Messenger]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

B. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Telegram]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff

5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

C. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Slack]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

D. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Google Hangouts]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

E. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Signal]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

F. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [SMS/MMS/text messages]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director

7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

G. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Facebook Messenger], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

H. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Telegram], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

I. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Slack], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

J. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Google Hangouts], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

K. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Signal], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

L. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [text/SMS/MMS messaging], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

PART 3: all instruments used to inquire of each official as to whether they possess any responsive records above, and all of their responses

Sincerely,
Anonymous

Filed via MuckRock.com

E-mail (Preferred): requests@muckrock.com<<mailto:requests@muckrock.com>>

Upload documents directly: https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-76434%252F%253Femail%253Dmayorsunshinerequests%252540sfgov.org&url_auth_token=AAAxJlxKbHL78P4hPis99lsuo1Y%3A1hRQ8%3A5YfOmKj4HBhldPSV3l5DcZr9f54

Is this email coming to the wrong contact? Something else wrong? Use the above link to let us know.

76434%252F%253Femail%253Dmayorsunshinerequests%252540sfgov.org&url_auth_token=AAAxJlxKbHL78P4hPis99lsuo1Y%3A1hRQ8%3A5YfOmKj4HBhldPSV3l5DcZr9f54

Is this email coming to the wrong contact? Something else wrong? Use the above link to let us know.

For mailed responses, please address (see note):

MuckRock News

DEPT MR 76434

411A Highland Ave

Somerville, MA 02144-2516

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.

[http://email.requests.muckrock.com/o/eJw1zUEOgyAQAMDIXICNZLAvugUMT4zcadRclFkmhNunv20s_MMMB0akUOjAE3nRAAAja6HEYPPQ3BBxhcJYuFqo8T2mvpvO57LUsu15KVlu4Es8sPPuIYmJ05GJkOxmaRbj3nZl8pcc9cSCyPYKqIU-fUtt5tC0d8nd_RYtreetS1y_4iC-s]



MuckRock Request - Chief of Staff Sean Elsbernd 2

Download

From: Office of the Mayor

07/27/2019

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)



From: Heckel, Hank (MYR)

Sent: Friday, July 26, 2019 10:11 PM

To: MayorSunshineRequests, MYR (MYR)

<mayorsunshinerequests@sfgov.org>; requests@muckrock.com

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

From: Heckel, Hank (MYR)

Sent: Friday, July 26, 2019 10:06 PM

To: MayorSunshineRequests, MYR (MYR)

<mayorsunshinerequests@sfgov.org<<mailto:mayorsunshinerequests@sfgov.org>>>;

'requests@muckrock.com' <requests@muckrock.com<<mailto:requests@muckrock.com>>>

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

From: Heckel, Hank (MYR)

Sent: Friday, July 26, 2019 10:00 PM

To: MayorSunshineRequests, MYR (MYR)

P739

<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>; requests@muckrock.com<mailto:requests@muckrock.com>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

From: Heckel, Hank (MYR)
Sent: Friday, July 26, 2019 9:32 PM
To: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>; requests@muckrock.com<mailto:requests@muckrock.com>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

From: Heckel, Hank (MYR)
Sent: Friday, July 26, 2019 9:19 PM
To: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>; requests@muckrock.com<mailto:requests@muckrock.com>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

From: Heckel, Hank (MYR)
Sent: Friday, July 26, 2019 9:17 PM
To: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>; 'requests@muckrock.com' <requests@muckrock.com<mailto:requests@muckrock.com>>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

Dear Anonymous,

Please see the additional responsive records. Please note that in addition to the redactions noted below regarding privilege, personal privacy, official information dial-in numbers and codes, and open personnel decisions, these files contain redactions of information that is exempt from disclosure because it relates to ongoing negotiations regarding real estate and/or constitutes draft recommendations of the author. See Admin. Code § 67.25(a), (e).

Additional responsive documents will follow in separate emails due to file size.

Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

From: MayorSunshineRequests, MYR (MYR)
Sent: Friday, July 26, 2019 8:54 PM
To: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>; requests@muckrock.com<mailto:requests@muckrock.com>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

From: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>
Sent: Friday, July 26, 2019 8:53 PM
To: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>; requests@muckrock.com<mailto:requests@muckrock.com>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

From: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>
Sent: Friday, July 26, 2019 7:05 PM
To: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>; requests@muckrock.com<mailto:requests@muckrock.com>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

VIA ELECTRONIC MAIL

Requestor: Anonymous
requests@muckrock.com<mailto:requests@muckrock.com>

July 26, 2019

Re: Public Records Request Received July 2 2019

Dear Anonymous:

This further responds to your request attached, entitled Email and Electronic Communications Audit, received by the Office of the Mayor on July 2, 2019. We previously invoked an extension of time to continue our response under Government Code § 6253(c) and San Francisco Admin. Code § 67.25(b) for up to 14 days from the original due date because of the need for consultation with other city departments and the potential volume of requested materials.

Response Dated July 26, 2019

We have completed our search and consultation and are attaching herewith responsive records located in the possession of the Office of the Mayor. The documents are provided in multiple emails due to file size. Please note that responsive emails from official city email accounts are provided for all of the requested custodians. Additionally, responsive text messages from personal devices pertaining to city business have been provided for Communications Director Jeff Cretan, Liaison to the Board of Supervisors Sophia Kittler and Compliance Officer Hank Heckel. No such responsive texts were located for the other requested custodians. Further, no responsive communications in the other electronic media named were located for the requested custodians.

The responsive documents have been provided in a PDF format for its ease of transferability and accessibility, consistent with Cal. Gov. Code 6253.9(a)(1). Metadata from any native format has not been provided to avoid risks to the security and integrity of the city's data system and avoid the release of exempt confidential or privileged information. Pursuant to Cal. Gov. Code 6253.9 (f), an agency is not required to provide an electronic record in an electronic format that would jeopardize or compromise the security or integrity of the original record or its data system. The PDF format ensures the security and integrity of the original record.

Please note that certain documents have been withheld on the basis of the attorney-client privilege and/or the attorney work product doctrine. Gov't Code § 6254(k); Evid. Code § 954; Code of Civ. Proc. § 2018.030; Gov't Code § 6276.04; Admin. Code § 67.21(k).

Please note that certain personal information such as private email addresses, phone numbers and personal addresses has been redacted to avoid an unwarranted breach of personal privacy. See Cal. Govt. Code Secs. 6254(c), 6254(k); California Constitution, Art. I, Sec. 1.

Please note that certain information has been redacted on the basis of the attorney-client privilege. Gov't Code § 6254(k); Evidence Code § 954; Admin. Code § 67.21(k).

Please also note that certain call-in information has been redacted pursuant to the official information privilege. See Cal. Evid. Code Sec. 1040(b)(2).

Please note that certain identifying information has been redacted to protect the identity of certain individuals involved in ongoing hiring processes. See Cal. Govt. Code Secs. 6254(c), Admin. Code § 67.24(c).

Please note that we are responding only on behalf of the Office of the Mayor and not on behalf of other City Departments. If you have any questions about your request or would like to submit another public records request, please feel free to contact us at mayorsunshinerequests@sfgov.org<<mailto:mayorsunshinerequests@sfgov.org>>.

Best Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

From: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<<mailto:mayorsunshinerequests@sfgov.org>>>
Sent: Friday, July 12, 2019 3:54 PM
To: requests@muckrock.com<<mailto:requests@muckrock.com>>; MayorSunshineRequests, MYR (MYR) <mayorsunshinerequests@sfgov.org<<mailto:mayorsunshinerequests@sfgov.org>>>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

Dear Requestor,

This is in response to your request below received by the Office of the Mayor on July 2, 2019. We are processing our response to your inquiry. Please note that we are invoking an extension of time to continue our response under Government Code § 6253(c) and San Francisco Admin. Code § 67.25(b) for up to 14 days from the original due date because of the need for consultation with other city departments and the potential volume of requested materials.

We understand our obligation to conduct this consultation with all practicable speed and anticipate completing our production of any responsive documents no later than July 26, 2019.

If you have any questions about your request please let us know.

Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

From: requests@muckrock.com<mailto:requests@muckrock.com>
<requests@muckrock.com<mailto:requests@muckrock.com>>
Sent: Friday, July 12, 2019 2:01 AM
To: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

July 12, 2019

This is a follow up to a previous request:

To Whom It May Concern:

I wanted to follow up on the following California Public Records Act request, copied below, and originally submitted on July 2, 2019. Please let me know when I can expect to receive a response.

Thanks for your help, and let me know if further clarification is needed.

Filed via MuckRock.com

E-mail (Preferred): requests@muckrock.com<mailto:requests@muckrock.com>

Upload documents directly: https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-76434%252F%253Femail%253Dmayorsunshinerequests%252540sfgov.org&url_auth_token=AAAxJlxKbHL78P4hPis99lsuo1Y%3A1hRQ8%3A5YfOmKj4HBhldPSV3l5DcZr9f54

next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-

76434%252F%253Femail%253Dmayorsunshinerequests%252540sfgov.org&url_auth_token=AAAxJlxKbHL78P4hPis99lsuo1Y%3A1hRQ8%3A5YfOmKj4HBhldPSV3l5DcZr9f54

Is this email coming to the wrong contact? Something else wrong? Use the above link to let us know.

For mailed responses, please address (see note):

MuckRock News

DEPT MR 76434

411A Highland Ave

Somerville, MA 02144-2516

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests: Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.

On July 2, 2019:

Subject: California Public Records Act Request: Email and Electronic Communications Audit (SF

Mayor)

RE: Email and Electronic Communications Audit

To Whom It May Concern:

** NOTE: this is a public mailbox, and all of your responses (including disclosed records) may be automatically and instantly available to the general public on the MuckRock.com service used to issue this request (though I am not a MuckRock representative). **

We request under the San Francisco Sunshine Ordinance (Ordinance) and the California Public Records Act (CPRA) the following items from the Mayor's Office.

Similar requests were recently made of the Board of Supervisors and Clerk. If a person has multiple email addresses (including but not limited to email aliases), 10 emails from each are requested. For example the Mayor may have a public-facing email alias and also an email address she uses to do business internally- 10 from each are requested. Please do not include spam or product advertisement emails.

We remind you of your obligations to provide electronic records in the original format you hold them in. Therefore, e-mails exported in the .eml or .msg format with all non-exempt headers, metadata, attachments, etc. are best.

However, if you choose to convert emails, for example, to PDF or printed format, to easily redact them, you must ensure that you have preserved the full content of the original email record (as specified in request "A"), which contains many detailed headers beyond the generally used From/To/Subject/Sent/etc. For the chat apps, a screenshot or print-out is acceptable.

If you use PDF, use properly redacted searchable or text pdfs. Please don't use image PDFs to make it harder to analyze the records.

If you provide PDFs instead of original email files, only give a few of the headers or lacking attachments/images, and/or improperly withhold public records that exist on private accounts/devices you may be in violation of SF Admin Code and/or CPRA, and we may challenge your decision at the Sunshine Ordinance Task Force, Supervisor of Records, judicially, and/or via any other remedies available to us. I currently have pending petitions to the Task Force and Supervisor of Records to correct prior disclosure failures of electronic information from your and other SF agencies.

You must justify all withholding.

Provide records in a rolling fashion. Do not wait for all records to be available.

Please provide only those copies of records available without any fees. If you determine certain records would require fees, please instead provide the required free notice of which of those records are available and non-exempt for inspection in-person if we so choose. Please use email to respond.

I look forward to your prompt disclosure.

PART 1 - Email

A. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails RECEIVED BY EACH OFFICIAL government email account of

1. Mayor Breed

2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

B. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails SENT FROM EACH OFFICIAL government email account of

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

C. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails IN THE DRAFT or OUTBOX folder of EACH OFFICIAL government email account of the following. Please remember the special Sunshine exceptions to CPRA draft withholding under SF Admin Code 67.24(a).

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

D. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails regarding the public's business (specifically those disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017)) SENT FROM EACH PERSONAL email account(s) of the following officials, TO/CC/BCC any sfgov.org email address. If NO such emails exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

E. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails regarding the public's business (specifically those

disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017)) RECEIVED BY EACH PERSONAL email account(s) of the following officials, FROM any sfgov.org email address. If NO such emails exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

PART 2 - Chat/Messaging

As used below "Conversations" include but are not limited to any metadata records showing that a conversation had taken place but is now deleted (due to expiration for example).

Various types of apps are mentioned below.

A. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Facebook Messenger]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

B. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Telegram]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

C. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Slack]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director

6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

D. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Google Hangouts]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

E. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Signal]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

F. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [SMS/MMS/text messages]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

G. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Facebook Messenger], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'

4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

H. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Telegram], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

I. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Slack], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

J. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Google Hangouts], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director

7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

K. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Signal], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

L. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [text/SMS/MMS messaging], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

PART 3: all instruments used to inquire of each official as to whether they possess any responsive records above, and all of their responses

Sincerely,
Anonymous

Filed via MuckRock.com

E-mail (Preferred): requests@muckrock.com<<mailto:requests@muckrock.com>>

Upload documents directly: <https://accounts.muckrock.com/accounts/login/>

next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-76434%252F%253Femail%253Dmayorsunshinerequests%252540sfgov.org&url_auth_token=AAAxJlXKbHL78P4hPis99lsuo1Y%3A1hRQ8%3A5YfOmKj4HBhIdPSV3l5DcZr9f54

Is this email coming to the wrong contact? Something else wrong? Use the above link to let us know.

For mailed responses, please address (see note):

MuckRock News
DEPT MR 76434
411A Highland Ave
Somerville, MA 02144-2516

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.

[http://email.requests.muckrock.com/o/eJw1zUEOgyAQAMDIXCNZLAvugUMT4zcadRclFkmhNunv20s_MMMB0akUOjAE3nRAAAja6HEYPPQ3BBxhcJYuFqo8T2mvpvO57LUsu15KVIu4Es8sPPuIYmJ05GJkOxmaRbj3nZI8pcc9cSCyPYKqIU-fUtt5tC0d8nd_RYtreetS1y_4iC-s]



MuckRock Request - Mayor London Breed

Download

From: Office of the Mayor

07/27/2019

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)



Dear Anonymous,

Please note that in addition to the redactions noted below, the attached files also contain redactions of information withheld due to a law enforcement investigation exemption (Cal Gov. Code 6254(f)); informer identity protections (Cal. Evidence Code 1040) and/or due to personal privacy interests (California Constitution, Art. I, Sec. 1).

Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco



MuckRock Request - Communications Director Jeff Cretan_Redacted

Download

From: Office of the Mayor

07/27/2019

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)



Dear Anonymous,

Please note that in addition to the redactions noted below, the attached files also contain redactions of information that is exempt because it constitutes draft recommendations of the author (Admin. Code § 67.25(a), (e)). Please note that these files also contain redactions of personal communications in text screenshots that do not relate to city business and are therefore exempt from disclosure due to personal privacy interests (California Constitution, Art. I, Sec. 1).

Regards,

Hank Heckel
Compliance Officer

Office of Mayor London N. Breed
City and County of San Francisco



MuckRock Request - Liaison to the Board of Supervisors Sophia Kittler

Download

From: Office of the Mayor

07/29/2019

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)



VIA ELECTRONIC MAIL

Requestor: Anonymous
requests@muckrock.com<mailto:requests@muckrock.com>

July 29, 2019

Re: Amended and Supplemental Response to Public Records Request Received July 2, 2019

Dear Anonymous:

This amends and supplements our July 26, 2019 response to your Public Records Request, attached, entitled Email and Electronic Communications Audit, received by the Office of the Mayor on July 2, 2019. We previously invoked an extension of time to continue our response under Government Code § 6253(c) and San Francisco Admin. Code § 67.25(b) for up to 14 days from the original due date because of the need for consultation with other city departments and the potential volume of requested materials. We then responded and provided responsive documents on July 26, 2019.

Amended and Supplemental Response Dated July 29, 2019

We have completed our search and consultation and are attaching herewith responsive records located in the possession of the Office of the Mayor. The documents have been provided in multiple emails due to file size. Please note that responsive emails from official city email accounts have been provided for all of the requested custodians. Additionally, responsive text messages from personal devices pertaining to city business have been provided for Communications Director Jeff Cretan, Liaison to the Board of Supervisors Sophia Kittler and Compliance Officer Hank Heckel. No such responsive texts were located for the other requested custodians. Existing messages received using Signal pertaining to city business have been provided for Chief of Staff, Sean Elsbernd. These communications are provided herewith as a supplemental production. No responsive communications in the other electronic media named were located for the requested custodians.

The responsive documents have been provided in a PDF format for its ease of transferability and accessibility, consistent with Cal. Gov. Code 6253.9(a)(1). Metadata from any native format has not been provided to avoid risks to the security and integrity of the city's data system and avoid the release of exempt confidential or privileged information. Pursuant to Cal. Gov. Code 6253.9 (f), an agency is not required to provide an electronic record in an electronic format that would jeopardize or compromise the security or integrity of the original record or its data system. The PDF format ensures the security and integrity of the original record.

Please note that certain documents have been withheld on the basis of the attorney-client privilege and/or the attorney work product doctrine. Gov't Code § 6254(k); Evid. Code § 954; Code of Civ. Proc. § 2018.030; Gov't Code § 6276.04; Admin. Code § 67.21(k).

Please note that certain personal information such as private email addresses, phone numbers and personal addresses has been redacted to avoid an unwarranted breach of personal privacy. See Cal. Govt. Code Secs. 6254(c), 6254(k); California Constitution, Art. I, Sec. 1.


Please note that certain information has been redacted on the basis of the attorney-client privilege. Gov't Code § 6254(k); Evidence Code § 954; Admin. Code § 67.21(k).


Please also note that certain call-in information has been redacted pursuant to the official information privilege. See Cal. Evid. Code Sec. 1040(b)(2).

Please note that certain identifying information has been redacted to protect the identity of certain individuals involved in ongoing hiring processes. See Cal. Govt. Code Secs. 6254(c), Admin. Code § 67.24(c).


Please note that we are responding only on behalf of the Office of the Mayor and not on behalf of other City Departments. If you have any questions about your request or would like to submit another public records request, please feel free to contact us at mayorsunshinerequests@sfgov.org.
Best Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

 7.29.19 Amended and Supplemental Response to MuckRock Request
[Download](#)

 Supplemental Production re MuckRock Electronic Communications Audit
[Download](#)

From: Anonymous Person

08/26/2019 

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)



Good Evening Mr. Heckel,

** NOTE: this is a public mailbox, and all of your responses (including disclosed records) may be automatically and instantly available to the general public on the MuckRock.com service used to issue this request (though I am not a MuckRock representative). **

I will be filing in the immediate future an SOTF complaint regarding: the lack of headers/metadata, the use of PDFs instead of .msg/.eml formats, and the use of image PDFs instead of textual PDFs, and your failure to identify with particularity specifically which laws apply to which redactions. The issues are quite similar to those you heard in your own case SOTF 19047, and in the SOTF 19044 case re: the city attorney. However, we will be emphasizing the image PDF and lack of redaction specificity issues in this new case.

In addition, this is a further immediate disclosure request for the following:
PART 3: all instruments used to inquire of each official as to whether they possess any responsive records of our July 2, 2019 request; and all of the responses of the official or their legal representatives (including all affidavits/declarations that no responsive records exists)

I understand such instruments would not have existed on the date of my original request, by definition, so I am re-requesting them now. Since a City of San Jose v Superior Court (2017) search was requested for various officials' personal property, and you have indicated no responsive records existed, we believe such instruments must exist.

Thanks,
Anonymous

From: Anonymous Person

08/26/2019

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

Email

Good morning SOTF,

Attached is a new complaint and exhibits thereto against the Office of Mayor, et al. Please order the exhibits after the complaint in the file for clarity.

I will fill out your Google Form as well. I would appreciate a confirmation of your receipt of this email due to the file attachment size possibly causing technical issues.

Note: This complaint is re: the Office of Mayor's failure to provide various email in .msg format and with headers, their use of personal and/or secret communications technologies to discuss the people's business, and their use of scanned PDFs instead of text PDFs. This is similar to 19044 v. the City Attorney's office, but there are new issues not covered in 19044.

Complainant Name: (Anonymous - use email requests@muckrock.com) Date of Request: July 2, 2019 and August 22, 2019

Alleged Violations: 67.21, 67.26, 67.27, 67.29-7

Complaint Against Employees (listed by official capacity): London N. Breed (Mayor), Hank Heckel (Compliance Officer), Tyrone Jue (Senior Advisor), Sean Elsbernd (Chief of Staff), Andres Power (Policy Director), Andrea Bruss (Deputy Chief of Staff), Marjan Philhour (Senior Advisor), Jeff Cretan (Communications Director), Sophia Kittler (Liaison to the Board)

Complaint Against Agency: Office of Mayor

** NOTE: this is a public mailbox, and all of your responses (including disclosed records) may be automatically and instantly available to the general public on the MuckRock.com service used to issue this request (though I am not a MuckRock representative). **

Sincerely,
Anonymous (requests@muckrock.com)



SOTF-Mayor-20190826-Complaint.pdf

Download



SOTF-Mayor-20190826-Exhibits.pdf

Download

From: Anonymous Person

08/26/2019

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

Email

Office of Mayor,

Linked below is a new SOTF complaint and exhibits thereto against the Office of Mayor, et al. sent to the SOTF earlier today.

Complaints: https://cdn.muckrock.com/outbound_request_attachments/Anonymous_2859385/76434/SOTF-Mayor-20190826-Complaint.pdf

Exhibits: https://cdn.muckrock.com/outbound_request_attachments/Anonymous_2859385/76434/SOTF-Mayor-20190826-Exhibits.pdf

This complaint is regarding, inter alia, the Office of Mayor's:

- failure to provide various email in .msg format and with headers,
- use of personal and/or secret communications technologies to discuss the people's business,
- use of scanned PDFs instead of text PDFs, and
- lack of specificity re: redaction justification.

This is similar to 19044 v. the City Attorney's office, but there are new issues not covered in 19044.

Alleged Violations: 67.21, 67.26, 67.27, 67.29-7

** NOTE: this is a public mailbox, and all of your responses (including disclosed records) may be automatically and instantly available to the general public on the MuckRock.com service used to issue this request (though I am not a MuckRock representative). **

Sincerely,
Anonymous

From: Anonymous Person

08/26/2019

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

Email

Good afternoon Supervisor of Records,

This is a new petition under SFAC 67.21(d).

This petition is regarding, inter alia, the Office of Mayor's:

- (a) failure to provide various email in .msg format and with headers,
- (b) use of personal and/or secret communications technologies to discuss the people's business and therefore failing to preserve correspondence in a "professional and businesslike" manner (67.29-7),
- (c) use of scanned PDFs instead of text PDFs, and
- (d) lack of specificity re: redaction justification.

This overlaps partially with SOTF 19044 v. the City Attorney's office, which you have already responded to, but there are new issues not covered in 19044.

I believe your Aug. 26, 2019 response to my 19044 May 8 petition already reflects your office's position regarding (a), however it does not cover (b), (c), and (d).

My petition incorporates all of the allegations in the following documents:

SOTF

complaint: https://cdn.muckrock.com/outbound_request_attachments/Anonymous_2859385/76434/SOTF-Mayor-20190826-Complaint.pdf

Exhibits: https://cdn.muckrock.com/outbound_request_attachments/Anonymous_2859385/76434/S_OTF-Mayor-20190826-Exhibits.pdf

I look forward to your response within 10 days.

Sincerely,
Anonymous

From: Office of the Mayor

08/26/2019

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)



Dear Anonymous:

I am in receipt of and thank you for the email and attachments below. To clarify, is a follow up to a previous request 19044 (City Attorney) or 19047 (Office of the Mayor)? Thank you.

Cheryl Leger
Assistant Clerk, Board of Supervisors
Tel: 415-554-7724

[CustomerSatisfactionIcon]<<http://www.sfbos.org/index.aspx?page=104>> Click here<<http://www.sfbos.org/index.aspx?page=104>> to complete a Board of Supervisors Customer Service Satisfaction form.

The Legislative Research Center<<http://www.sfbos.org/index.aspx?page=9681>> provides 24-hour access to Board of Supervisors legislation, and archived matters since August 1998.

Disclosures: Personal information that is provided in communications to the Board of Supervisors is subject to disclosure under the California Public Records Act and the San Francisco Sunshine Ordinance. Personal information provided will not be redacted. Members of the public are not required to provide personal identifying information when they communicate with the Board of Supervisors and its committees. All written or oral communications that members of the public submit to the Clerk's Office regarding pending legislation or hearings will be made available to all members of the public for inspection and copying. The Clerk's Office does not redact any information from these submissions. This means that personal information—including names, phone numbers, addresses and similar information that a member of the public elects to submit to the Board and its committees—may appear on the Board of Supervisors website or in other public documents that members of the public may inspect or copy.



image001

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~WRD000

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From: Office of the Mayor

08/26/2019

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor); F...



Dear Anonymous:

P755

I am in receipt of and thank you for your email and attachments. I will open a new file for this complaint. File No. 19091.

Cheryl Leger
Assistant Clerk, Board of Supervisors
Tel: 415-554-7724

[CustomerSatisfactionIcon]<<http://www.sfbos.org/index.aspx?page=104>> Click here<<http://www.sfbos.org/index.aspx?page=104>> to complete a Board of Supervisors Customer Service Satisfaction form.

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From: Anonymous Person

08/26/2019

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

Correct - this thread (and this email address) is associated with solely case 19091 and not a follow up to 19044 or 19047.

From: Office of the Mayor

08/26/2019

Subject: SOTF - Complaint Filed with the Sunshine Ordinance Task Force - File No. 19091

Good Afternoon:

The Office of the Mayor has been named as a Respondent in the attached complaint filed with the Sunshine Ordinance Task Force. Please respond to the following complaint/request within five business days.

The Respondent is required to submit a written response to the allegations including any and all supporting documents, recordings, electronic media, etc., to the Task Force within five (5) business days of receipt of this notice. This is your opportunity to provide a full explanation to allow the Task Force to be fully informed in considering your response prior its meeting.

Please include the following information in your response if applicable:

1. List all relevant records with descriptions that have been provided pursuant to the Complainant request.
2. Date the relevant records were provided to the Complainant.
3. Description of the method used, along with any relevant search terms used, to search for the relevant records.
4. Statement/declaration that all relevant documents have been provided, does not exist, or has been excluded.
5. Copy of the original request for records (if applicable).

Please refer to the File Number when submitting any new information and/or supporting documents pertaining to this complaint.

The Complainant alleges:

Complaint Attached.

Cheryl Leger

Assistant Clerk, Board of Supervisors

Tel: 415-554-7724

<http://www.sfbos.org/index.aspx?page=104> Click here <http://www.sfbos.org/index.aspx?page=104> to complete a Board of Supervisors Customer Service Satisfaction form.

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SOTF - Complaint Procedure 2018-12-05 FINAL

Download



19091 Complaint

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image001

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From: Office of the Mayor

08/26/2019

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

Email

Thank you.

Cheryl Leger
Assistant Clerk, Board of Supervisors
Tel: 415-554-7724

[CustomerSatisfactionIcon]<<http://www.sfbos.org/index.aspx?page=104>> Click here<<http://www.sfbos.org/index.aspx?page=104>> to complete a Board of Supervisors Customer Service Satisfaction form.

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~WRD000

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From: Anonymous Person

08/26/2019

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

Email

Ms. Leger,

Your current file for 19091 indicates the individual respondents are only Heckel and Breed. My original complaint further includes the following individual respondents because they are referred to as the "custodians" by the Office of the Mayor's records response and because they are responsible for City of San Jose v Superior Court (2017) searches of their personal property: Tyrone Jue (Senior Advisor), Sean Elsbernd (Chief of Staff), Andres Power (Policy Director), Andrea Bruss (Deputy Chief of Staff), Marjan Philhour (Senior Advisor), Jeff Cretan (Communications Director), Sophia Kittler (Liaison to the Board)

I would appreciate the correction.

Thank you,
Anonymous

From: Office of the Mayor

08/26/2019

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

Email

Hank Heckel is the Custodian of Records and Compliance Officer for the Mayor's office. He is my contact.

Cheryl Leger
Assistant Clerk, Board of Supervisors
Tel: 415-554-7724

[CustomerSatisfactionIcon]<<http://www.sfbos.org/index.aspx?page=104>> Click here<<http://www.sfbos.org/index.aspx?page=104>> to complete a Board of Supervisors Customer Service Satisfaction form.

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From: Anonymous Person

08/26/2019

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

Email

RE: 19091

Ok. I believe I have complied with B2 (bullet 2) of your complaint procedures requiring inclusion of the name of "any individual working at the agency who the request involves."

Thank you,
Anonymous

From: Office of the Mayor

08/26/2019

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

Email

Dear Anonymous:

P759

I just sent the Notice to the Respondent. Mr. Heckel will respond to the complaint and more than likely show up for the hearing. Mr. Heckel will see your Complaint Form and respond.

Cheryl Leger
Assistant Clerk, Board of Supervisors
Tel: 415-554-7724

[CustomerSatisfactionIcon]<<http://www.sfbos.org/index.aspx?page=104>> Click here<<http://www.sfbos.org/index.aspx?page=104>> to complete a Board of Supervisors Customer Service Satisfaction form.

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image001

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~WRD000

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From: Office of the Mayor

08/27/2019

Subject: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)



Dear Anonymous,

This is in response to your immediate disclosure request below received August 26 in the Office of the Mayor regarding "all instruments used to inquire of each official as to whether they possess any responsive records of our July 2, 2019 request, and all of the responses of the official or their legal representatives (including all affidavits/declarations that no responsive records exists)" in reference to your earlier July 2 request.

We are processing our response. Please note that your request is not simple, routine or otherwise readily answerable. Accordingly we are treating the request as subject to the maximum deadline of 10 days. See San Francisco Admin. Code § 67.25 (a), (b). We also reserve the right to continue our response from that date for up to 14 days pursuant to Government Code § 6253(c) and San Francisco Admin. Code § 67.25(b) due to any continuing need for consultation with other city departments.

P760

We understand the need to continue this consultation with all practicable speed and will process your request accordingly.

If you have any questions regarding your request, please let me know.

Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

August 26, 2019

This is a follow up to a previous request:

Good Evening Mr. Heckel;

** NOTE: this is a public mailbox, and all of your responses (including disclosed records) may be automatically and instantly available to the general public on the MuckRock.com service used to issue this request (though I am not a MuckRock representative). **

I will be filing in the immediate future an SOTF complaint regarding: the lack of headers/metadata, the use of PDFs instead of .msg/.eml formats, and the use of image PDFs instead of textual PDFs, and your failure to identify with particularity specifically which laws apply to which redactions. The issues are quite similar to those you heard in your own case SOTF 19047, and in the SOTF 19044 case re: the city attorney. However, we will be emphasizing the image PDF and lack of redaction specificity issues in this new case.

In addition, this is a further immediate disclosure request for the following:
PART 3: all instruments used to inquire of each official as to whether they possess any responsive records of our July 2, 2019 request, and all of the responses of the official or their legal representatives (including all affidavits/declarations that no responsive records exists)

I understand such instruments would not have existed on the date of my original request, by definition, so I am re-requesting them now.
Since a City of San Jose v Superior Court (2017) search was requested for various officials' personal property, and you have indicated no responsive records existed, we believe such instruments must exist.

Thanks,
Anonymous

From: Anonymous Person

08/27/2019

Subject: RE: California Public Records Act Request #19091

Email

Thank you. I look forward to your disclosures.

This is a follow-up Sunshine/CPRA request for WhatsApp and Instagram records which I mistakenly left out earlier. As before, "conversations" include both communications and also include any stubs/records that a conversation previously took place, but has now expired or been deleted. These requests cover the WhatsApp and Instagram mobile, web, and desktop applications.

PART 2

AA. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [WhatsApp]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

BB. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [WhatsApp], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

CC. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Instagram]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

DD. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Instagram], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff

3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

** NOTE: this is a public mailbox, and all of your responses (including disclosed records) may be automatically and instantly available to the general public on the MuckRock.com service used to issue this request (though I am not a MuckRock representative). **

If a person has multiple accounts, 10 items from each are requested. For example the Mayor may have a public-facing alias and also an account she uses to do business internally- 10 from each are requested. Please do not include spam or product advertisement emails.

We remind you of your obligations to provide electronic records in any form we request them in if they are the format you hold them in OR any format that is easily-generated. If you use PDF, use properly redacted searchable or text pdfs. Please don't use image PDFs to make it harder to analyze the records.

However, if you choose to convert conversations, for example, to PDF, to easily redact them, you must ensure that you have preserved the full content of the original email record (as specified in request "A"), which contains many detailed headers beyond the generally used From/To/Subject/Sent/etc. For the chat apps, a-screenshot or print-out is acceptable.

If you provide image PDFs, only give a few of the headers or lacking attachments/images, and/or improperly withhold public records that exist on private accounts/devices you may be in violation of SF Admin Code and/or CPRA, and we may challenge your decision at the Sunshine Ordinance Task Force, Supervisor of Records, judicially, and/or via any other remedies available to us.

You must justify all withholding. Please follow SFAC 67.26 and 67.27 and identify specifically which justifications are associated with which redaction, for example, using a footnote.

Provide records in a rolling fashion. Do not wait for all records to be available.

Please provide only those copies of records available without any fees. If you determine certain records would require fees, please instead provide the required free notice of which of those records are available and non-exempt for inspection in-person if we so choose. Please use email to respond.

I look forward to your prompt disclosure,

Anonymous

From: Anonymous Person

08/28/2019

Subject: RE: California Public Records Act Request #19091

Email

Supervisor of Records,

This is a follow-up to my Aug. 26 petition from this email address re: the Mayor's email, text, and chat records (now labeled SOTF 19091).

Since it is your responsibility to determine whether *any portion* of the withheld record is public, I would like to draw your attention to the fact that ~~public~~ public employee email addresses in the

From/To/etc. headers were improperly withheld in this case (complaint pg. 3, improperly withheld email address examples on exhibits pg. 49, 50, 51, 52, 24, 26, 36, 45, 46, and more).

Even if you determine all other metadata is being withheld properly for security reasons (which I continue to dispute), please do find in my favor regarding the public email addresses in the From, To, Cc, AND Bcc headers.

I would like to point out that your Aug. 26 denial of my May 8 petition regarding the City Attorney's email metadata did not consider whether the withholding of those email addresses was legally valid, so please do address the issue in this petition.

As a reminder:

Our

complaint: https://cdn.muckrock.com/outbound_request_attachments/Anonymous_2859385/76434/SOTF-Mayor-20190826-Complaint.pdf (I allege a lot more than just the metadata issue in this case)

Exhibits: https://cdn.muckrock.com/outbound_request_attachments/Anonymous_2859385/76434/SOTF-Mayor-20190826-Exhibits.pdf

For your convenience I have also attached a spreadsheet of my various requests, petitions, and complaints so you can keep everything straight.
This email address is solely for SOTF 19091.

Thanks,
Anonymous



2019-Electronic-Communications-Public-Records-Audit-SF-log_Redacted.pdf.pdf

Download

From: Office of the Mayor

09/04/2019

Subject: Re: SOTF - Complaint Filed with the Sunshine Ordinance Task Force - File No. 19091

Email

Dear Members of the Task Force,

The complaint referenced below by Anonymous raises largely the same issues regarding metadata as an existing dispute with the same requestor. That complaint is File No. 19044. The Office of the Mayor hereby incorporates by reference, as if fully set forth herein, its response to that complaint, which is included in File No. 19044.

For the same reasons previously set forth in its response to File No. 19044, the Office of the Mayor respectfully submits that no violation has occurred. The new complaint File No. 19091 raises some additional issues to which the Office of the Mayor responds as follows:

1. Anonymous asserts that there has been a violation of SF Admin Code Sec. 67.29-7 requiring the keeping of records "in a professional and businesslike manner" based on the very limited usage of the texting app Signal. Anonymous complains that this app permits "encrypted and automatically-expiring communications". However, the communications at issue received by Anonymous were neither encrypted nor automatically deleted as demonstrated by the fact that Anonymous now possesses them. Some theoretical but not actually used functionality of a communications app cannot form the basis for a violation of 67.29-7 and Anonymous points to no such basis. Moreover, there is no authority cited for the proposition that 67.29-7 prohibits certain communications platforms or requires certain retention periods outside of the general orderly maintenance of

documents in a manner that makes them presentable and organized.

2. Anonymous complains that the communications of "Senior Advisor to the Mayor on the Environment", Tyrone Jue, were omitted from production. Again, Anonymous received the communications in question on Signal from Sean Elsbernd which included the messages sent and received by Tyrone Jue. Tyrone Jue was not included in the larger communications audit because we understood Anonymous' request to be directed to the general "Senior Advisor to the Mayor" position, a title held only by Marjan Philhour, not Senior Advisors on certain policy areas. This is simply a misunderstanding and not an intentional withholding. If Anonymous wishes to include Mr. Jue in the request they may do so.

3. Anonymous asserts that the Office of the Mayor did not provide a basis for withholding certain metadata and redacted information. Regarding metadata and format we cited to Cal Gov Code 6253.9(a)(1) and 6253.9(f) and Anonymous discusses their objections to these grounds extensively here and in the file for complaint no. 19044. Anonymous is thus plainly aware of the basis for withholding, though disputes them. We rely on our previous arguments regarding these bases but there can be no question that Anonymous received notice of the basis for withholding. Regarding redactions for privacy, privilege and other bases, the attached files showing our initial responses to these requests show citations for various categories of withholding. If requestor seeks a key matching specific redactions and bases we are happy to cooperate in working with requestor to provide this information and make the exemptions clearer.

For these reasons and those provided in response to File No. 19044, it is our position that no violation has occurred. Regarding the practices of other departments for certain requests regarding metadata cited herein by requestor, we do not agree that certain exceptions to the practice of withholding metadata to preserve the security and integrity of the network and computers of the city justifies abandoning such safeguards in all cases.

We are glad to further work with Anonymous to fulfill other aspects of this request including providing additional custodians as specified and further explaining any withholdings.

Regards,


Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco



image001

 Download

From: Anonymous Person

09/04/2019 

Subject: RE: California Public Records Act Request #19091



RE: File 19091

Task Force and Office of Mayor,

I write in reply to the Respondent's response to my complaint 19091.

I maintain all my allegations of violations of 67.21, 67.26, 67.27, and others Gov Code sections based on the failure to provide metadata, failure to provide .msg/.eml formats, and failure to provide even text PDFs instead of image PDFs, as discussed in this complaint 19091 and previously in 19044 (for a different respondent).

The text vs image PDF issue for some reason has been avoided by Respondents here in 19091, in 19044, and in 19047.

Re: response #1, I maintain my allegation of a violation of 67.29-7 and will argue as such at committee.

Re: response #2, by the time committee hearing occurs, conditioned on receipt of records from all Senior Advisors to the Mayor (of any topic/policy), I will withdraw that specific allegation against Respondent Jue. I cannot withdraw it yet, and due to the many other issues in 19091, I do not wish to delay this complaint being heard in committee. My experience in 19044 indicates this process in total takes months anyway.

Re: response #3:

a) I withdraw my Complaint #2 (re: SFAC 67.27) in 19091, EXCEPT the following sentence: "For example, the public employee e-mail addresses in the 'From' and 'To' of the various emails are non-exempt public information, but nearly all of them are withheld in the responsive emails, without any justification." which I maintain.

b) I maintain my Complaint #3 (re: SFAC 67.26) in 19091. SFAC 67.26 states in relevant part "Information that is exempt from disclosure shall be masked, deleted or otherwise segregated in order that the nonexempt portion of a requested record may be released, and **keyed by footnote or other clear reference to the appropriate justification** for withholding required by section 67.27 of this article." This allows a requestor to understand the specific justification for each redaction. Respondents did not do this. They are required to do this in their response. Here is a good example from the City on how to follow

67.26: <https://sanfrancisco.nextrequest.com/documents/408808> (where the specific redaction states "Privacy").

Respondents are not permitted to give a half-valid response, and then negotiate or only provide a full response once the requestor complains. Most members of the public would just give up, and aren't going to spend the time or energy requiring the government to follow the Sunshine Ordinance, by repeated followups, complaints, and hearings, which permits the government to not provide total transparency in most cases.

Respondents, and every government respondent, must follow the ordinance, as written, in every response, to every request. I intend to ensure that.

As an aside, I understand that the Custodian Working Group is possibly working on getting more departments to use standard response templates and to use modern automated systems to accurately redact and publish records. Anecdotally, the departments using those systems appear to give responses more in conformance with the Sunshine Ordinance than those that do not.

Sincerely,
Anonymous

From: Office of the Mayor

09/04/2019

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)



Dear Anonymous,

Please note that we are continuing our response to the balance of your request below under an extension pursuant to Government Code § 6253(c) and San Francisco Admin. Code § 67.25(b) because of the need for consultation with other city departments.

Regards,

P766

Hank Heckel

From: Anonymous Person

09/04/2019

Subject: RE: California Public Records Act Request #19091

Email

Thank you. Please note your determination is due no later than a total of 24 (10 regular + 14 extension) days, i.e. Thursday, September 19, 2019.

From: Office of the Mayor

09/05/2019

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

Email

Please see attached response to your petition.

Bradley Russi
Deputy City Attorney
Office of City Attorney Dennis Herrera
City Hall, Room 234
1 Dr. Carlton B. Goodlett Pl., San Francisco, CA 94102
www.sfcityattorney.org



2019-09-05 Response to Muckrock

Download



~WRD000

Download

From: Anonymous Person

09/05/2019

Subject: RE: California Public Records Act Request #19091

Email

Thank you for your response!

From: Anonymous Person

09/06/2019

Subject: RE: California Public Records Act Request #19091

Email

Mr. Russi,

On Sept 5 you replied to my Aug 26 supervisor of records petition re: the Mayor's emails, denying all metadata once again.

Please examine ex. page 50-52 of the Exhibits I included in my petition: https://cdn.muckrock.com/outbound_request_attachments/Anonymous_2859385/76434/SOTF-Mayor-20190826-Exhibits.pdf

The public employee email addresses in the From and To headers there are clearly public parts of the record. There is no security or other justification to withhold those parts of the record. I cannot understand how your office is coming to these legal conclusions unless they aren't actually looking at the records.

Please reconsider, determine (at least) that the email address parts of the records are public, and issue an order to the Office of Mayor to disclose them.

Sincerely,
Anonymous

From: Office of the Mayor

09/09/2019

Subject: RE: California Public Records Act Request #19091



There are no redactions on pages 50-52 of the documents at that link, so I don't know what you're talking about.

Bradley Russi
Deputy City Attorney
Office of City Attorney Dennis Herrera
City Hall, Room 234
1 Dr. Carlton B. Goodlett Pl., San Francisco, CA 94102
www.sfcityattorney.org



~WRD000

Download

From: Anonymous Person

09/09/2019

Subject: RE: California Public Records Act Request #19091



Mr. Russi,

I never said they were redactions; they are improper withholdings of public parts of records.

Pg. 50 through 52

of https://cdn.muckrock.com/outbound_request_attachments/Anonymous_2859385/76434/SOTF-Mayor-20190826-Exhibits.pdf show a few emails printed out.

The original email record held by the City has To and From fields in the actual email that usually look like this:

To: "Full Name" <address@example.com>, "Another Name" <another@example.com>, ...

As an example, in the email you just sent me that I am replying to, the fields look like this:

- X-Envelope-From: <Brad.Russi@sfcityatty.org>

- From: Supervisor Records <supervisor.records@SFCITYATTY.ORG>

Note how the From has a name (Supervisor Records) and an email address (supervisor.records@SFCITYATTY.ORG). If someone CPRA-ed this email, and you printed this email out and it only showed [From: Supervisor Records] instead of also <supervisor.records@SFCITYATTY.ORG> you would be improperly withholding a part of a public record.

In some cases, depending on how your email systems work, the To/From/Cc/Bcc will not be email addresses, but instead a Microsoft Exchange identifier showing the employee's department affiliation and other such organizational information. None of this is properly exempt from disclosure.

In the printout on pg 50-52, the Mayor's Office has given solely the city employee names in the To/From , and not the email address and/or Microsoft Exchange identifier that would be present. This is an improper withholding of part of the To/From/Cc/Bcc headers in the record as kept by the City and a violation of SFAC 67.26 and 67.27. There is no justified withholding of this part of the record.

Just because the City believes it is justified in converting the record format and withholding the purportedly security-sensitive headers as you have previously argued, it cannot *also* withhold additional information, like email addresses, unrelated to those security justifications.

For an example of how the City could do this properly (if it still wishes to withhold all the other headers and not use .msg format), it could:

a) print out to PDF the full with-header emails as the City Atty's office did in Case 19044, May 17 supplemental response, then redact all security headers, and provide the To/From/Cc/Bcc headers in their entirety

or, easier:

b) do what DPW did here on page

1: <https://sanfrancisco.nextrequest.com/documents/1767171/download> - even though they used print-out PDFs like the Mayor's Office, the From and To emails are hyperlinks that preserve the email address information. (Hover your mouse over them to see what I mean).

That is what I am asking for here: an official Sup. of Records determination that the To/From/Cc/Bcc full headers are public parts of records (unless specifically exempt in certain cases, like whistleblowers, or email addresses of private citizens under Constitutional privacy protections, etc.).

Thanks,
Anonymous

From: Office of the Mayor

09/09/2019

Subject: Follow-up Request Re Communications Audit

Print

Dear Anonymous,

Please note that we are continuing our response to the request below, received by the Office of the Mayor on August 28th, under an extension for up to 14 days pursuant to Government Code § 6253(c) and San Francisco Admin. Code § 67.25(b) because of the need for consultation with other city departments.

We understand the need to complete this request with all practicable speed and will endeavor to provide responsive documents on a rolling basis as they become available and anticipate completing our response by September 23, 2019.

Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

August 27, 2019

This is a follow up to request number 19091: P769

Thank you. I look forward to your disclosures.

This is a follow-up Sunshine/CPRA request for WhatsApp and Instagram records which I mistakenly left out earlier. As before, "conversations" include both communications and also include any stubs/records that a conversation previously took place, but has now expired or been deleted. These requests cover the WhatsApp and Instagram mobile, web, and desktop applications.

PART 2

AA. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [WhatsApp]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

BB. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [WhatsApp], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

CC. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Instagram]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

DD. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all

PERSONAL account(s) of the following person in [Instagram], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

** NOTE: this is a public mailbox, and all of your responses (including disclosed records) may be automatically and instantly available to the general public on the MuckRock.com service used to issue this request (though I am not a MuckRock representative). **

If a person has multiple accounts, 10 items from each are requested. For example the Mayor may have a public-facing alias and also an account she uses to do business internally- 10 from each are requested. Please do not include spam or product advertisement emails.

We remind you of your obligations to provide electronic records in any form we request them in if they are the format you hold them in OR any format that is easily-generated. If you use PDF, use properly redacted searchable or text pdfs. Please don't use image PDFs to make it harder to analyze the records.

However, if you choose to convert conversations, for example, to PDF, to easily redact them, you must ensure that you have preserved the full content of the original email record (as specified in request "A"), which contains many detailed headers beyond the generally used From/To/Subject/Sent/etc. For the chat apps, a screenshot or print-out is acceptable.

If you provide image PDFs, only give a few of the headers or lacking attachments/images, and/or improperly withhold public records that exist on private accounts/devices you may be in violation of SF Admin Code and/or CPRA, and we may challenge your decision at the Sunshine Ordinance Task Force, Supervisor of Records, judicially, and/or via any other remedies available to us.

You must justify all withholding. Please follow SFAC 67.26 and 67.27 and identify specifically which justifications are associated with which redaction, for example, using a footnote.

Provide records in a rolling fashion. Do not wait for all records to be available.

Please provide only those copies of records available without any fees. If you determine certain records would require fees, please instead provide the required free notice of which of those records are available and non-exempt for inspection in-person if we so choose. Please use email to respond.

I look forward to your prompt disclosure,

Anonymous

Filed via MuckRock.com

E-mail (Preferred): requests@muckrock.com<<mailto:requests@muckrock.com>>

Upload documents directly: <https://accounts.muckrock.com/accounts/login/>

url_auth_token=AAAxJlxKbHL78P4hPis99lsuo1Y%3A1i2nMg%3ArlpCDU0XAKsyKoYBri7ZjTkkivs
&next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Facc
ounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-
communications-audit-sf-mayor-76434%252F%253Femail%253Dhank.heckel%252540sfgov.org
Is this email coming to the wrong contact? Something else wrong? Use the above link to let us
know.

For mailed responses, please address (see note):

MuckRock News
DEPT MR 76434
411A Highland Ave
Somerville, MA 02144-2516

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through
MuckRock by the above in order to better track, share, and manage public records requests. Also
note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and
the department number) requests might be returned as undeliverable.

On Aug. 27, 2019:

Subject: California Public Records Act Request: Email and Electronic Communications Audit (SF
Mayor)

Dear Anonymous,

This is in response to your immediate disclosure request below received August 26 in the Office of
the Mayor regarding "all instruments used to inquire of each official as to whether they possess any
responsive records of our July 2, 2019 request, and all of the responses of the official or their legal
representatives (including all affidavits/declarations that no responsive records exists)" in reference
to your earlier July 2 request.

We are processing our response. Please note that your request is not simple, routine or otherwise
readily answerable. Accordingly we are treating the request as subject to the maximum deadline of
10 days. See San Francisco Admin. Code § 67.25 (a), (b). We also reserve the right to continue
our response from that date for up to 14 days pursuant to Government Code § 6253(c) and San
Francisco Admin. Code § 67.25(b) due to any continuing need for consultation with other city
departments.

We understand the need to continue this consultation with all practicable speed and will process
your request accordingly.

If you have any questions regarding your request, please let me know.

Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

August 26, 2019

This is a follow up to a previous request:

P772

Good Evening Mr. Heckel,

**** NOTE: this is a public mailbox, and all of your responses (including disclosed records) may be automatically and instantly available to the general public on the MuckRock.com service used to issue this request (though I am not a MuckRock representative). ****

I will be filing in the immediate future an SOTF complaint regarding: the lack of headers/metadata, the use of PDFs instead of .msg/.eml formats, and the use of image PDFs instead of textual PDFs, and your failure to identify with particularity specifically which laws apply to which redactions. The issues are quite similar to those you heard in your own case SOTF 19047, and in the SOTF 19044 case re: the city attorney. However, we will be emphasizing the image PDF and lack of redaction specificity issues in this new case.

In addition, this is a further immediate disclosure request for the following:
PART 3: all instruments used to inquire of each official as to whether they possess any responsive records of our July 2, 2019 request, and all of the responses of the official or their legal representatives (including all affidavits/declarations that no responsive records exists)

I understand such instruments would not have existed on the date of my original request, by definition, so I am re-requesting them now.

Since a *City of San Jose v Superior Court* (2017) search was requested for various officials' personal property, and you have indicated no responsive records existed, we believe such instruments must exist.

Thanks,
Anonymous

On Aug. 26, 2019:

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

Dear Anonymous:

I just sent the Notice to the Respondent. Mr. Heckel will respond to the complaint and more than likely show up for the hearing. Mr. Heckel will see your Complaint Form and respond.

Cheryl Leger
Assistant Clerk, Board of Supervisors
Tel: 415-554-7724

[CustomerSatisfactionIcon]<<http://www.sfbos.org/index.aspx?page=104>> Click here<<http://www.sfbos.org/index.aspx?page=104>> to complete a Board of Supervisors Customer Service Satisfaction form.

The Legislative Research Center<<http://www.sfbos.org/index.aspx?page=9681>> provides 24-hour access to Board of Supervisors legislation, and archived matters since August 1998.

Disclosures: Personal information that is provided in communications to the Board of Supervisors is subject to disclosure under the California Public Records Act and the San Francisco Sunshine Ordinance. Personal information provided will not be redacted. Members of the public are not required to provide personal identifying information when they communicate with the Board of Supervisors and its committees. All written or oral communications that members of the public submit to the Clerk's Office regarding pending legislation or hearings will be made available to all members of the public for inspection and copying. The Clerk's Office does not redact any

information from these submissions. This means that personal information-including names, phone numbers, addresses and similar information that a member of the public elects to submit to the Board and its committees-may appear on the Board of Supervisors website or in other public documents that members of the public may inspect or copy.

On Aug. 26, 2019:

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)
RE: 19091

Ok. I believe I have complied with B2 (bullet 2) of your complaint procedures requiring inclusion of the name of "any individual working at the agency who the request involves."

Thank you,
Anonymous

On Aug. 26, 2019:

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

Hank Heckel is the Custodian of Records and Compliance Officer for the Mayor's office. He is my contact.

Cheryl Leger
Assistant Clerk, Board of Supervisors
Tel: 415-554-7724

[CustomerSatisfactionIcon]<<http://www.sfbos.org/index.aspx?page=104>> Click here<<http://www.sfbos.org/index.aspx?page=104>> to complete a Board of Supervisors Customer Service Satisfaction form.

The Legislative Research Center<<http://www.sfbos.org/index.aspx?page=9681>> provides 24-hour access to Board of Supervisors legislation, and archived matters since August 1998.

Disclosures: Personal information that is provided in communications to the Board of Supervisors is subject to disclosure under the California Public Records Act and the San Francisco Sunshine Ordinance. Personal information provided will not be redacted. Members of the public are not required to provide personal identifying information when they communicate with the Board of Supervisors and its committees. All written or oral communications that members of the public submit to the Clerk's Office regarding pending legislation or hearings will be made available to all members of the public for inspection and copying. The Clerk's Office does not redact any information from these submissions. This means that personal information-including names, phone numbers, addresses and similar information that a member of the public elects to submit to the Board and its committees-may appear on the Board of Supervisors website or in other public documents that members of the public may inspect or copy.

On Aug. 26, 2019:

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit

(SF Mayor)
Ms. Leger,

Your current file for 19091 indicates the individual respondents are only Heckel and Breed. My original complaint further includes the following individual respondents because they are referred to as the "custodians" by the Office of the Mayor's records response and because they are responsible for City of San Jose v Superior Court (2017) searches of their personal property: Tyrone Jue (Senior Advisor), Sean Elsbernd (Chief of Staff), Andres Power (Policy Director), Andrea Bruss (Deputy Chief of Staff), Marjan Philhour (Senior Advisor), Jeff Cretan (Communications Director), Sophia Kittler (Liaison to the Board)

I would appreciate the correction.

Thank you,
Anonymous

On July 2, 2019:

Subject: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

RE: Email and Electronic Communications Audit

To Whom It May Concern:

** NOTE: this is a public mailbox, and all of your responses (including disclosed records) may be automatically and instantly available to the general public on the MuckRock.com service used to issue this request (though I am not a MuckRock representative). **

We request under the San Francisco Sunshine Ordinance (Ordinance) and the California Public Records Act (CPRA) the following items from the Mayor's Office.

Similar requests were recently made of the Board of Supervisors and Clerk. If a person has multiple email addresses (including but not limited to email aliases), 10 emails from each are requested. For example the Mayor may have a public-facing email alias and also an email address she uses to do business internally- 10 from each are requested. Please do not include spam or product advertisement emails.

We remind you of your obligations to provide electronic records in the original format you hold them in. Therefore, e-mails exported in the .eml or .msg format with all non-exempt headers, metadata, attachments, etc. are best.

However, if you choose to convert emails, for example, to PDF or printed format, to easily redact them, you must ensure that you have preserved the full content of the original email record (as specified in request "A"), which contains many detailed headers beyond the generally used From/To/Subject/Sent/etc. For the chat apps, a screenshot or print-out is acceptable.

If you use PDF, use properly redacted searchable or text pdfs. Please don't use image PDFs to make it harder to analyze the records.

If you provide PDFs instead of original email files, only give a few of the headers or lacking attachments/images, and/or improperly withhold public records that exist on private accounts/devices you may be in violation of SF Admin Code and/or CPRA, and we may challenge your decision at the Sunshine Ordinance Task Force, Supervisor of Records, judicially, and/or via any other remedies available to us. I currently have pending petitions to the Task Force and

Supervisor of Records to correct prior disclosure failures of electronic information from your and other SF agencies.

You must justify all withholding.

Provide records in a rolling fashion. Do not wait for all records to be available.

Please provide only those copies of records available without any fees. If you determine certain records would require fees, please instead provide the required free notice of which of those records are available and non-exempt for inspection in-person if we so choose. Please use email to respond.

I look forward to your prompt disclosure.

PART 1 - Email

A. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails RECEIVED BY EACH OFFICIAL government email account of

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

B. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails SENT FROM EACH OFFICIAL government email account of

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

C. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails IN THE DRAFT or OUTBOX folder of EACH OFFICIAL government email account of the following. Please remember the special Sunshine exceptions to CPRA draft withholding under SF Admin Code 67.24(a).

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director

7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

D. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails regarding the public's business (specifically those disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017)) SENT FROM EACH PERSONAL email account(s) of the following officials, TO/CC/BCC any sfgov.org email address. If NO such emails exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

E. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails regarding the public's business (specifically those disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017)) RECEIVED BY EACH PERSONAL email account(s) of the following officials, FROM any sfgov.org email address. If NO such emails exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

PART 2 - Chat/Messaging

As used below "Conversations" include but are not limited to any metadata records showing that a conversation had taken place but is now deleted (due to expiration for example).

Various types of apps are mentioned below.

A. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Facebook Messenger]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

B. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Telegram]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

C. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Slack]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

D. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Google Hangouts]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

E. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Signal]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

F. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the

Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [SMS/MMS/text messages]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

G.an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Facebook Messenger], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

H.an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Telegram], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
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6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

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1. Mayor Breed

2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

J. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Google Hangouts], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

K. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Signal], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

L. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [text/SMS/MMS messaging], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff

5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

PART 3: all instruments used to inquire of each official as to whether they possess any responsive records above, and all of their responses

Sincerely,
Anonymous

Filed via MuckRock.com

E-mail (Preferred): requests@muckrock.com<<mailto:requests@muckrock.com>>

Upload documents directly: https://accounts.muckrock.com/accounts/login/?url_auth_token=AAAxJlxKbHL78P4hPis99Isuo1Y%3A1i2nMg%3ArlpCDU0XAKsyKoYBri7ZJTkiv&next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-76434%252F%253Femail%253Dhank.heckel%252540sfgov.org

Is this email coming to the wrong contact? Something else wrong? Use the above link to let us know.

For mailed responses, please address (see note):

MuckRock News
DEPT MR 76434
411A Highland Ave
Somerville, MA 02144-2516

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.

[http://email.requests.muckrock.com/o/eJw1yksOwiAUAMDTyJK8V_4LFsa01zCUT0sqJYKYeHvdO OsJVghJYnH5cc_BliBjSpLd8jW54KTSRpqUomToVzQJJRjvkGmS7QRoQE8aJIAoKFI1C81vi7oaD hrm5cKhxeel_dVpGf5o1R_U10KaLe5TWx9n3_MZ_-n3e9rqm9a2fQH5cy7m]

From: Anonymous Person

09/10/2019

Subject: RE: California Public Records Act Request #19091

Email

Thank you. I look forward to your disclosures.

From: Anonymous Person

09/11/2019

Subject: RE: California Public Records Act Request #19091

Email

Attached is a new SFAC 67.21(d) petition and exhibits. It encompasses the email address discussion from this morning and a number of other parts of these records improperly withheld that require your written determination. These are new exhibits - with greater scope than the prior ones I sent you.

** NOTE: Please redact all responses correctly. This is a public mailbox, and all of your responses (including disclosed records) may be automatically and instantly available to the general public on the MuckRock.com service used to issue this request (though I am not a MuckRock representative). **

Thanks,
Anonymous



Exhibits-20190910-R-min_compressed.pdf

Download



76434-SupervisorPetition-20190910-b.pdf

Download

From: Anonymous Person

09/11/2019

Subject: RE: California Public Records Act Request #19091

Office of Mayor,

Please see attached petition I sent to Sup of Records regarding SOTF 19091, and requests 76434/79193.

I will also be adding this to my file 19091 to the Task Force, if you wish to make supplementary disclosures.

Thanks,
Anonymous



76434-SupervisorPetition-20190910-b_BEIN2CH.pdf

Download



Exhibits-20190910-R-min_compressed_LCRHwtE.pdf

Download

From: Anonymous Person

09/11/2019

Subject: RE: California Public Records Act Request #19091

RE: FILE 19091

SOTF,

Please add the attached documents to File 19091. They describe in detail many of the plainly public portions of records withheld by the Office of Mayor, which is now subject to a further Sup. of Records petition. For reading convenience, please order the Exhibits after the Petition in the file.

I look forward to your scheduling this at committee as soon as possible.

Thanks,
Anonymous



Exhibits-20190910-R-min_compressed_s0IUZaC.pdf

Download



76434-SupervisorPetition-20190910-b_OzdZoNQ.pdf

P782

 Download

From: Office of the Mayor

09/19/2019

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)



Dear Anonymous,

Please note that some of the records you have requested below regarding "instrument used" to respond to your July 2 request include communications with the City Attorney's Office that are being withheld pursuant to the attorney/client privilege. See Gov't Code § 6254(k); Evidence Code § 954; Admin. Code § 67.21(k). We are continuing to consult with the City Attorney's Office regarding the scope of the privilege with respect to other documents and will supplement our response as appropriate in due course.

Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

From: Anonymous Person

09/19/2019 

Subject: RE: California Public Records Act Request #19091



How could that be privileged?

This is a request for a 67.21(c) statement for existence, nature, quantity and form for :
PART 3: all instruments used to inquire of each official as to whether they possess any responsive records of our July 2, 2019 request, and all of the responses of the official or their legal representatives (including all affidavits/declarations that no responsive records exists)

From: Office of the Mayor

09/23/2019

Subject: FW: Follow-up Request Re Communications Audit



Dear Anonymous,

We have performed a search for responsive records relating to your request below. Please see attached responsive records relating to City business from the WhatsApp app used by Communications Director, Jeff Cretan.

Please note that private cell numbers have been redacted to avoid an unwarranted breach of personal privacy. See Cal. Govt. Code Secs. 6254(c), 6254(k); California Constitution, Art. I, Sec. 1.

The responsive information has been provided in a PDF format for its ease of transferability and accessibility, consistent with Cal. Gov. Code 6253.9(a)(1). Metadata from any native format has not been provided to avoid risks to the security and integrity of the original record as well as the city's data and information technology systems and to avoid the release of exempt confidential or privileged information. See Cal. Gov. Code 6253.9 (f) and 6254.19. The PDF format ensures the security and integrity of the original record as well as the security and integrity of the city's data and information technology systems.

Please note that certain communications in WhatsApp received by Mr. Cretan were withheld as security procedures information pursuant to Cal. Gov. Code 6254(f).

We have not located responsive records in WhatsApp for any other of the identified staff.

We have not located responsive records in Instagram for any of the identified staff.

Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco



Responsive Records re Anonymous Request re Whatsapp

Download

From: Anonymous Person

09/24/2019

Subject: RE: California Public Records Act Request #19091

** NOTE: Please redact all responses correctly. This is a public mailbox, and all of your responses (including disclosed records) may be automatically and instantly available to the general public on the MuckRock.com service used to issue this request (though I am not a MuckRock representative). **

Thank you for the records.

Please clarify whether these records are from Mr. Cretan's government or personal whatsapp account (i.e. was this responsive to request AA or BB)?

Furthermore there appear to be 27 photos withheld in page 1 - are those the 6254(f) withholdings? I asked for attachments and inline images in the request.

Thanks,
Anonymous

From: Office of the Mayor

09/26/2019

Subject: FW: FW: Request for 2 complaint waiver

Dear Anonymous:

Please see a response from Chair Wolfe below.

Cheryl Leger
Assistant Clerk, Board of Supervisors
Tel: 415-554-7724

[CustomerSatisfactionIcon]<<http://www.sfbos.org/index.aspx?page=104>> Click here<<http://www.sfbos.org/index.aspx?page=104>> to complete a Board of Supervisors Customer Service Satisfaction form.

The Legislative Research Center<<http://www.sfbos.org/index.aspx?page=9681>> provides 24-hour access to Board of Supervisors legislation, and archived matters since August 1998.

Disclosures: Personal information that is provided in communications to the Board of Supervisors is subject to disclosure under the California Public Records Act and the San Francisco Sunshine Ordinance. Personal information provided will not be redacted. Members of the public are not required to provide personal identifying information when they communicate with the Board of Supervisors and its committees. All written or oral communications that members of the public submit to the Clerk's Office regarding pending legislation or hearings will be made available to all members of the public for inspection and copying. The Clerk's Office does not redact any information from these submissions. This means that personal information—including names, phone numbers, addresses and similar information that a member of the public elects to submit to the Board and its committees—may appear on the Board of Supervisors website or in other public documents that members of the public may inspect or copy.



image001

 Download

From: Anonymous Person

09/26/2019 

Subject: RE: California Public Records Act Request #19091



Thanks!

From: Office of the Mayor

09/26/2019

Subject: SOTF - Updated Notice of Appearance - Complaint Committee; October 15, 2019 5:30 p.m.



Good Afternoon:

You are receiving this notice because you are named as a Complainant or Respondent in one of the following complaints scheduled before the Complaint Committee to: 1) hear the merits of the complaint; 2) issue a determination; and/or 3) consider referrals from a Task Force Committee.

Date: October 15, 2019

Location: City Hall, Room 408

Time: 5:30 p.m.

Complainants: Your attendance is required for this meeting/hearing.

Respondents/Departments: Pursuant to Section 67.21 (e) of the Ordinance, the custodian of records or a representative of your department, who can speak to the matter, is required at the meeting/hearing.

Complaints:

File No. 19084: Complaint filed by Mo Green against the City Attorney's Office for allegedly violating Administrative Code (Sunshine Ordinance), Sections 67.21 and 67.25, by failing to respond to a request for documents in a timely and/or complete manner.

File No. 19085: Complaint filed by Mo Green against the Public Utilities Commission for allegedly violating Administrative Code (Sunshine Ordinance), Sections 67.21 and 67.25, by failing to respond to a request for documents in a timely and/or complete.

File No. 19093: Complaint filed by Michael Petrelis against Mayor London Breed and the Office of the Mayor for allegedly violating Administrative Code, (Sunshine Ordinance) Sections 67.21 by failing to respond to a request for public records in a timely and/or complete manner.

File No. 19091: Complaint filed by Anonymous against Mayor London Breed, Hank Heckel and the Office of the Mayor for allegedly violating Administrative Code, (Sunshine Ordinance) Sections 67.21, 67.26, 67.27 and 67.29-7, by failing to respond to a request for public records in a timely and/or complete manner.

File No. 19094: Complaint filed by Anonymous against Linda Gerull and the Department of Technology for allegedly violating Administrative Code (Sunshine Ordinance), Sections 67.21, 67.25, 67.26 and 67.27 by failing to respond to a public records request in a timely and/or complete manner.

Documentation (evidence supporting/disputing complaint)

For a document to be considered, it must be received at least five (5) working days before the hearing (see attached Public Complaint Procedure). For inclusion into the agenda packet, supplemental/supporting documents must be received by 5:00 pm, October 7, 2019.

From: Office of the Mayor

10/02/2019

Subject: FW: California Public Records Act Request #19091



Dear Anonymous,

The records to which you refer are from a Whatsapp account used by Mr. Cretan on his personal device, solely for governmental purposes.

The photos were not provided because they need to be retrieved from a live image of the messages. We are inquiring as to whether they can feasibly be provided.

Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

Leger, Cheryl (BOS)

From: 76434-70600365@requests.muckrock.com
Sent: Tuesday, September 10, 2019 10:44 PM
To: SOTF, (BOS)
Subject: RE: California Public Records Act Request #19091
Attachments: Exhibits-20190910-R-min_compressed_s0IUZaC.pdf; 76434-SupervisorPetition-20190910-b_OzdZoNQ.pdf

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

September 11, 2019

This is a follow up to request number 19091:

RE: FILE 19091

SOTF,

Please add the attached documents to File 19091. They describe in detail many of the plainly public portions of records withheld by the Office of Mayor, which is now subject to a further Sup. of Records petition. For reading convenience, please order the Exhibits after the Petition in the file.

I look forward to your scheduling this at committee as soon as possible.

Thanks,
Anonymous

Filed via MuckRock.com

E-mail (Preferred): 76434-70600365@requests.muckrock.com

Upload documents directly:

https://accounts.muckrock.com/accounts/login/?url_auth_token=AAAxJlxKbHL78P4hPis99Isuo1Y%3A1i7vM2%3AFITQwru6Et_8WG1WzOSRn5HUrA0&next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-76434%252F%253Femail%253Dsotf%252540sfgov.org

Is this email coming to the wrong contact? Something else wrong? Use the above link to let us know.

For mailed responses, please address (see note):

MuckRock News
DEPT MR 76434
411A Highland Ave
Somerville, MA 02144-2516

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.

On Sept. 11, 2019:
Subject: RE: California Public Records Act Request #19091
Office of Mayor,

Please see attached petition I sent to Sup of Records regarding SOTF 19091, and requests 76434/79193.
I will also be adding this to my file 19091 to the Task Force, if you wish to make supplementary disclosures.

Thanks,
Anonymous

On Sept. 11, 2019:
Subject: RE: California Public Records Act Request #19091
Attached is a new SFAC 67.21(d) petition and exhibits. It encompasses the email address discussion from this morning and a number of other parts of these records improperly withheld that require your written determination. These are new exhibits - with greater scope than the prior ones I sent you.

** NOTE: Please redact all responses correctly. This is a public mailbox, and all of your responses (including disclosed records) may be automatically and instantly available to the general public on the MuckRock.com service used to issue this request (though I am not a MuckRock representative). **

Thanks,
Anonymous

On Sept. 10, 2019:
Subject: RE: California Public Records Act Request #19091
Thank you. I look forward to your disclosures.

On Sept. 9, 2019:
Subject: Follow-up Request Re Communications Audit
Dear Anonymous,

Please note that we are continuing our response to the request below, received by the Office of the Mayor on August 28th, under an extension for up to 14 days pursuant to Government Code § 6253(c) and San Francisco Admin. Code § 67.25(b) because of the need for consultation with other city departments.

We understand the need to complete this request with all practicable speed and will endeavor to provide responsive documents on a rolling basis as they become available and anticipate completing our response by September 23, 2019.

Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

August 27, 2019

This is a follow up to request number 19091:

Thank you. I look forward to your disclosures.

This is a follow-up Sunshine/CPRA request for WhatsApp and Instagram records which I mistakenly left out earlier. As before, "conversations" include both communications and also include any stubs/records that a conversation previously took place, but has now expired or been deleted. These requests cover the WhatsApp and Instagram mobile, web, and desktop applications.

PART 2

AA. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [WhatsApp]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

BB. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [WhatsApp], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

CC. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Instagram]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

DD.an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Instagram], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

** NOTE: this is a public mailbox, and all of your responses (including disclosed records) may be automatically and instantly available to the general public on the MuckRock.com service used to issue this request (though I am not a MuckRock representative). **

If a person has multiple accounts, 10 items from each are requested. For example the Mayor may have a public-facing alias and also an account she uses to do business internally- 10 from each are requested. Please do not include spam or product advertisement emails.

We remind you of your obligations to provide electronic records in any form we request them in if they are the format you hold them in OR any format that is easily-generated. If you use PDF, use properly redacted searchable or text pdfs. Please don't use image PDFs to make it harder to analyze the records.

However, if you choose to convert conversations, for example, to PDF, to easily redact them, you must ensure that you have preserved the full content of the original email record (as specified in request "A"), which contains many detailed headers beyond the generally used From/To/Subject/Sent/etc. For the chat apps, a screenshot or print-out is acceptable.

If you provide image PDFs, only give a few of the headers or lacking attachments/images, and/or improperly withhold public records that exist on private accounts/devices you may be in violation of SF Admin Code and/or CPRA, and we may challenge your decision at the Sunshine Ordinance Task Force, Supervisor of Records, judicially, and/or via any other remedies available to us.

You must justify all withholding. Please follow SFAC 67.26 and 67.27 and identify specifically which justifications are associated with which redaction, for example, using a footnote.

Provide records in a rolling fashion. Do not wait for all records to be available.

Please provide only those copies of records available without any fees. If you determine certain records would require fees, please instead provide the required free notice of which of those records are available and non-exempt for inspection in-person if we so choose. Please use email to respond.

I look forward to your prompt disclosure,

Anonymous

Filed via MuckRock.com

E-mail (Preferred): 76434-70600365@requests.muckrock.com<mailto:76434-70600365@requests.muckrock.com>

Upload documents directly:

https://accounts.muckrock.com/accounts/login/?url_auth_token=AAAxJlxKbHL78P4hPis99Isuo1Y%3A1i2nMg%3ArlpCDUOXAKsyKoYBri7ZjTkkivs&next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-76434%252F%253Femail%253Dhank.heckel%252540sfgov.org

Is this email coming to the wrong contact? Something else wrong? Use the above link to let us know.

For mailed responses, please address (see note):

MuckRock News
DEPT MR 76434
411A Highland Ave
Somerville, MA 02144-2516

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.

On Aug. 27, 2019:

Subject: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

Dear Anonymous,

This is in response to your immediate disclosure request below received August 26 in the Office of the Mayor regarding "all instruments used to inquire of each official as to whether they possess any responsive records of our July 2, 2019 request, and all of the responses of the official or their legal representatives (including all affidavits/declarations that no responsive records exists)" in reference to your earlier July 2 request.

We are processing our response. Please note that your request is not simple, routine or otherwise readily answerable. Accordingly we are treating the request as subject to the maximum deadline of 10 days. See San Francisco Admin. Code § 67.25 (a), (b). We also reserve the right to continue our response from that date for up to 14 days pursuant to Government Code § 6253(c) and San Francisco Admin. Code § 67.25(b) due to any continuing need for consultation with other city departments.

We understand the need to continue this consultation with all practicable speed and will process your request accordingly.

If you have any questions regarding your request, please let me know.

Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

August 26, 2019

This is a follow up to a previous request:

Good Evening Mr. Heckel,

** NOTE: this is a public mailbox, and all of your responses (including disclosed records) may be automatically and instantly available to the general public on the MuckRock.com service used to issue this request (though I am not a MuckRock representative). **

I will be filing in the immediate future an SOTF complaint regarding: the lack of headers/metadata, the use of PDFs instead of .msg/.eml formats, and the use of image PDFs instead of textual PDFs, and your failure to identify with particularity specifically which laws apply to which redactions. The issues are quite similar to those you heard in your own case SOTF 19047, and in the SOTF 19044 case re: the city attorney. However, we will be emphasizing the image PDF and lack of redaction specificity issues in this new case.

In addition, this is a further immediate disclosure request for the following:

PART 3: all instruments used to inquire of each official as to whether they possess any responsive records of our July 2, 2019 request, and all of the responses of the official or their legal representatives (including all affidavits/declarations that no responsive records exists)

I understand such instruments would not have existed on the date of my original request, by definition, so I am re-requesting them now.

Since a *City of San Jose v Superior Court* (2017) search was requested for various officials' personal property, and you have indicated no responsive records existed, we believe such instruments must exist.

Thanks,
Anonymous

On Aug. 26, 2019:

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

Dear Anonymous:

I just sent the Notice to the Respondent. Mr. Heckel will respond to the complaint and more than likely show up for the hearing. Mr. Heckel will see your Complaint Form and respond.

Cheryl Leger
Assistant Clerk, Board of Supervisors
Tel: 415-554-7724

[CustomerSatisfactionIcon]<<http://www.sfbos.org/index.aspx?page=104>> Click here<<http://www.sfbos.org/index.aspx?page=104>> to complete a Board of Supervisors Customer Service Satisfaction form.

The Legislative Research Center<<http://www.sfbos.org/index.aspx?page=9681>> provides 24-hour access to Board of Supervisors legislation, and archived matters since August 1998.

Disclosures: Personal information that is provided in communications to the Board of Supervisors is subject to disclosure under the California Public Records Act and the San Francisco Sunshine Ordinance. Personal information provided will not be redacted. Members of the public are not required to provide personal identifying information when they communicate with the Board of Supervisors and its committees. All written or oral communications that members of the public submit to the Clerk's Office regarding pending legislation or hearings will be made available to all members of the public for inspection and copying. The Clerk's Office does not redact any information from these submissions. This means that personal information-including names, phone numbers, addresses and similar information that a member of the public elects to submit to the Board and its committees-may appear on the Board of Supervisors website or in other public documents that members of the public may inspect or copy.

On Aug. 26, 2019:

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)
RE: 19091

Ok. I believe I have complied with B2 (bullet 2) of your complaint procedures requiring inclusion of the name of "any individual working at the agency who the request involves."

Thank you,
Anonymous

On Aug. 26, 2019:

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)
Hank Heckel is the Custodian of Records and Compliance Officer for the Mayor's office. He is my contact.

Cheryl Leger
Assistant Clerk, Board of Supervisors
Tel: 415-554-7724

[CustomerSatisfactionIcon]<<http://www.sfbos.org/index.aspx?page=104>> Click here<<http://www.sfbos.org/index.aspx?page=104>> to complete a Board of Supervisors Customer Service Satisfaction form.

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On Aug. 26, 2019:

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)
Ms. Leger,

Your current file for 19091 indicates the individual respondents are only Heckel and Breed.

My original complaint further includes the following individual respondents because they are referred to as the "custodians" by the Office of the Mayor's records response and because they are responsible for City of San Jose v Superior Court (2017) searches of their personal property:

Tyrone Jue (Senior Advisor), Sean Elsbernd (Chief of Staff), Andres Power (Policy Director), Andrea Bruss (Deputy Chief of Staff), Marjan Philhour (Senior Advisor), Jeff Cretan (Communications Director), Sophia Kittler (Liaison to the Board)

I would appreciate the correction.

Thank you,
Anonymous

On July 2, 2019:

Subject: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

RE: Email and Electronic Communications Audit

To Whom It May Concern:

**** NOTE:** this is a public mailbox, and all of your responses (including disclosed records) may be automatically and instantly available to the general public on the MuckRock.com service used to issue this request (though I am not a MuckRock representative). ******

We request under the San Francisco Sunshine Ordinance (Ordinance) and the California Public Records Act (CPRA) the following items from the Mayor's Office.

Similar requests were recently made of the Board of Supervisors and Clerk. If a person has multiple email addresses (including but not limited to email aliases), 10 emails from each are requested. For example the Mayor may have a public-facing email alias and also an email address she uses to do business internally- 10 from each are requested. Please do not include spam or product advertisement emails.

We remind you of your obligations to provide electronic records in the original format you hold them in. Therefore, e-mails exported in the .eml or .msg format with all non-exempt headers, metadata, attachments, etc. are best. However, if you choose to convert emails, for example, to PDF or printed format, to easily redact them, you must ensure that you have preserved the full content of the original email record (as specified in request "A"), which contains many detailed headers beyond the generally used From/To/Subject/Sent/etc. For the chat apps, a screenshot or print-out is acceptable.

If you use PDF, use properly redacted searchable or text pdfs. Please don't use image PDFs to make it harder to analyze the records.

If you provide PDFs instead of original email files, only give a few of the headers or lacking attachments/images, and/or improperly withhold public records that exist on private accounts/devices you may be in violation of SF Admin Code and/or CPRA, and we may challenge your decision at the Sunshine Ordinance Task Force, Supervisor of Records, judicially, and/or via any other remedies available to us. I currently have pending petitions to the Task Force and Supervisor of Records to correct prior disclosure failures of electronic information from your and other SF agencies.

You must justify all withholding.

Provide records in a rolling fashion. Do not wait for all records to be available.

Please provide only those copies of records available without any fees. If you determine certain records would require fees, please instead provide the required free notice of which of those records are available and non-exempt for inspection in-person if we so choose. Please use email to respond.

I look forward to your prompt disclosure.

PART 1 - Email

A. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails RECEIVED BY EACH OFFICIAL government email account of

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

B. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails SENT FROM EACH OFFICIAL government email account of

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

C. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails IN THE DRAFT or OUTBOX folder of EACH OFFICIAL government email account of the following. Please remember the special Sunshine exceptions to CPRA draft withholding under SF Admin Code 67.24(a).

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

D. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails regarding the public's business (specifically those disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017)) SENT FROM EACH PERSONAL email account(s) of the following officials, TO/CC/BCC any sfgov.org email address. If NO such emails exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

E. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails regarding the public's business (specifically those disclosable under relevant statute and case law, including but not

limited to City of San Jose v Superior Court (2017)) RECEIVED BY EACH PERSONAL email account(s) of the following officials, FROM any sfgov.org email address. If NO such emails exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

PART 2 - Chat/Messaging

As used below "Conversations" include but are not limited to any metadata records showing that a conversation had taken place but is now deleted (due to expiration for example).

Various types of apps are mentioned below.

A. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Facebook Messenger]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

B. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Telegram]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

C. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Slack]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff

5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

D. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Google Hangouts]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

E. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Signal]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

F. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [SMS/MMS/text messages]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

G. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Facebook Messenger], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed

2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

H. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Telegram], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

I. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Slack], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

J. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Google Hangouts], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

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2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

K. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Signal], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
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3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

L. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [text/SMS/MMS messaging], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
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3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

PART 3: all instruments used to inquire of each official as to whether they possess any responsive records above, and all of their responses

Sincerely,
Anonymous

Filed via MuckRock.com

E-mail (Preferred): 76434-70600365@requests.muckrock.com<mailto:76434-70600365@requests.muckrock.com>

Upload documents directly:

https://accounts.muckrock.com/accounts/login/?url_auth_token=AAAxJlxKbHL78P4hPis99lsuo1Y%3A1i2nMg%3ArlpCDUOXAKsyKoYBri7ZjTkkivs&next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-76434%252F%253Dthank.heckel%252540sfgov.org

Is this email coming to the wrong contact? Something else wrong? Use the above link to let us know.

For mailed responses, please address (see note):

MuckRock News
DEPT MR 76434
411A Highland Ave
Somerville, MA 02144-2516

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.

[http://email.requests.muckrock.com/o/eJw1yksOwiAUAMDTyJK8V_4LFsa01zCUT0sqJYKYeHvdOOsJVghJYnH5cc_BliBjSpLd8jW54KTSRpqUomToVzQJJRjvkGmS7QRoQE8aJIAoKFI1C81vi7oaDhrn5cKhxeeI_dVpGf5o1R_U10KaLe5TWx9n3_MZ_-n3e9rqm9a2fQH5cy7m]

On Sept. 9, 2019:

Subject: RE: California Public Records Act Request #19091

Mr. Russi,

I never said they were redactions; they are improper withholdings of public parts of records.

Pg. 50 through 52 of https://cdn.muckrock.com/outbound_request_attachments/Anonymous_2859385/76434/SOTF-Mayor-20190826-Exhibits.pdf show a few emails printed out.

The original email record held by the City has To and From fields in the actual email that usually look like this:

To: "Full Name" <address@example.com>, "Another Name" <another@example.com>, ...

As an example, in the email you just sent me that I am replying to, the fields look like this:

- X-Envelope-From: <Brad.Russi@sfcityatty.org>

- From: Supervisor Records <supervisor.records@SFCITYATTY.ORG>

Note how the From has a name (Supervisor Records) and an email address (supervisor.records@SFCITYATTY.ORG). If someone CPRA-ed this email, and you printed this email out and it only showed [From: Supervisor Records] instead of also <supervisor.records@SFCITYATTY.ORG> you would be improperly withholding a part of a public record.

In some cases, depending on how your email systems work, the To/From/Cc/Bcc will not be email addresses, but instead a Microsoft Exchange identifier showing the employee's department affiliation and other such organizational information. None of this is properly exempt from disclosure.

In the printout on pg 50-52, the Mayor's Office has given solely the city employee names in the To/From, and not the email address and/or Microsoft Exchange identifier that would be present.

This is an improper withholding of part of the To/From/Cc/Bcc headers in the record as kept by the City and a violation of SFAC 67.26 and 67.27. There is no justified withholding of this part of the record.

Just because the City believes it is justified in converting the record format and withholding the purportedly security-sensitive headers as you have previously argued, it cannot *also* withhold additional information, like email addresses, unrelated to those security justifications.

For an example of how the City could do this properly (if it still wishes to withhold all the other headers and not use .msg format), it could:

a) print out to PDF the full with-header emails as the City Atty's office did in Case 19044, May 17 supplemental response, then redact all security headers, and provide the To/From/Cc/Bcc headers in their entirety

or, easier:

b) do what DPW did here on page 1: <https://sanfrancisco.nextrequest.com/documents/1767171/download> - even though they used print-out PDFs like the Mayor's Office, the From and To emails are hyperlinks that preserve the email address information. (Hover your mouse over them to see what I mean).

That is what I am asking for here: an official Sup. of Records determination that the To/From/Cc/Bcc full headers are public parts of records (unless specifically exempt in certain cases, like whistleblowers, or email addresses of private citizens under Constitutional privacy protections, etc.).

Thanks,
Anonymous

On July 2, 2019:

Subject: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

RE: Email and Electronic Communications Audit

To Whom It May Concern:

**** NOTE: this is a public mailbox, and all of your responses (including disclosed records) may be automatically and instantly available to the general public on the MuckRock.com service used to issue this request (though I am not a MuckRock representative). ****

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You must justify all withholding.

Provide records in a rolling fashion. Do not wait for all records to be available.

Please provide only those copies of records available without any fees. If you determine certain records would require fees, please instead provide the required free notice of which of those records are available and non-exempt for inspection in-person if we so choose. Please use email to respond.

I look forward to your prompt disclosure.

PART 1 - Email

A. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails RECEIVED BY EACH OFFICIAL government email account of

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

B. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails SENT FROM EACH OFFICIAL government email account of

1. Mayor Breed
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3. all persons holding title 'Senior Advisor to the Mayor'
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C. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails IN THE DRAFT or OUTBOX folder of EACH OFFICIAL government email account of the following. Please remember the special Sunshine exceptions to CPRA draft withholding under SF Admin Code 67.24(a).

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

D. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails regarding the public's business (specifically those disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017)) SENT FROM EACH PERSONAL email account(s) of the following officials, TO/CC/BCC any sfgov.org email address. If NO such emails exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

E. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails regarding the public's business (specifically those disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017)) RECEIVED BY EACH PERSONAL email account(s) of the following officials, FROM any sfgov.org email address. If NO such emails exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

PART 2 - Chat/Messaging

As used below "Conversations" include but are not limited to any metadata records showing that a conversation had taken place but is now deleted (due to expiration for example).

Various types of apps are mentioned below.

A. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Facebook Messenger]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

B. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Telegram]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

C. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Slack]:

1. Mayor Breed

2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

D. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Google Hangouts]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

E. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Signal]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

F. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [SMS/MMS/text messages]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

G. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Facebook Messenger], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such

conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

H. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Telegram], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

I. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Slack], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

J. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Google Hangouts], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director

6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

K. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Signal], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

L. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [text/SMS/MMS messaging], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

PART 3: all instruments used to inquire of each official as to whether they possess any responsive records above, and all of their responses

Sincerely,
Anonymous

Filed via MuckRock.com

E-mail (Preferred): 76434-70600365@requests.muckrock.com

Upload documents directly:

https://accounts.muckrock.com/accounts/login/?url_auth_token=AAAxJlxKbHL78P4hPis99|suo1Y%3A1i7vM2%3AFITQwru6Et_8WG1WzOSRn5HUrA0&next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-76434%252F%253Femail%253Dsotf%252540sfgov.org

Is this email coming to the wrong contact? Something else wrong? Use the above link to let us know.

For mailed responses, please address (see note):

MuckRock News

DEPT MR 76434

411A Highland Ave
Somerville, MA 02144-2516

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.



EXHIBIT A

RE: Email and Electronic Communications Audit

To Whom It May Concern:

**** NOTE: this is a public mailbox, and all of your responses (including disclosed records) may be automatically and instantly available to the general public on the MuckRock.com service used to issue this request (though I am not a MuckRock representative). ****

We request under the San Francisco Sunshine Ordinance (Ordinance) and the California Public Records Act (CPRA) the following items from the Mayor's Office. Similar requests were recently made of the Board of Supervisors and Clerk. If a person has multiple email addresses (including but not limited to email aliases), 10 emails from each are requested. For example the Mayor may have a public-facing email alias and also an email address she uses to do business internally- 10 from each are requested. Please do not include spam or product advertisement emails.

We remind you of your obligations to provide electronic records in the original format you hold them in. Therefore, e-mails exported in the .eml or .msg format with all non-exempt headers, metadata, attachments, etc. are best.

However, if you choose to convert emails, for example, to PDF or printed format, to easily redact them, you must ensure that you have preserved the full content of the original email record (as specified in request "A"), which contains many detailed headers beyond the generally used From/To/Subject/Sent/etc. For the chat apps, a screenshot or print-out is acceptable.

If you use PDF, use properly redacted searchable or text pdfs. Please don't use image PDFs to make it harder to analyze the records.

If you provide PDFs instead of original email files, only give a few of the headers or lacking attachments/images, and/or improperly withhold public records that exist on private accounts/devices you may be in violation of SF Admin Code and/or CPRA, and we may challenge your decision at the Sunshine Ordinance Task Force, Supervisor of Records, judicially, and/or via any other remedies available to us. I currently have pending petitions to the Task Force and Supervisor of Records to correct prior disclosure failures of electronic information from your and other SF agencies.

You must justify all withholding.

Provide records in a rolling fashion. Do not wait for all records to be available.

Please provide only those copies of records available without any fees. If you determine certain records would require fees, please instead provide the required free notice of which of those records are available and non-exempt for inspection in-person if we so choose. Please use email to respond.

I look forward to your prompt disclosure.

PART 1 - Email

A. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails RECEIVED BY EACH OFFICIAL government email account of

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

B. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails SENT FROM EACH OFFICIAL government email account of

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

C. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails IN THE DRAFT or OUTBOX folder of EACH OFFICIAL government email account of the following. Please remember the special Sunshine exceptions to CPRA draft withholding under SF Admin Code 67.24(a).

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

D. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those

explicitly exempted by the Ordinance, of the most recent 10 emails regarding the public's business (specifically those disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017)) SENT FROM EACH PERSONAL email account(s) of the following officials, TO/CC/BCC any sfgov.org email address. If NO such emails exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

E. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails regarding the public's business (specifically those disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017)) RECEIVED BY EACH PERSONAL email account(s) of the following officials, FROM any sfgov.org email address. If NO such emails exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

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2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

PART 2 - Chat/Messaging

As used below "Conversations" include but are not limited to any metadata records showing that a conversation had taken place but is now deleted (due to expiration for example).

Various types of apps are mentioned below.

A. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Facebook Messenger]:

1. Mayor Breed

2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

B. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Telegram]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

C. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Slack]:

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2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
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5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

D. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Google Hangouts]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'

4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

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2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

F. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [SMS/MMS/text messages]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

G. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Facebook Messenger], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed

2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

H. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Telegram], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

I. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Slack], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

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2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

J. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Google Hangouts], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

K. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Signal], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

L. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [text/ SMS/MMS messaging], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

PART 3: all instruments used to inquire of each official as to whether they possess any responsive records above, and all of their responses

Sincerely,

Anonymous

EXHIBIT B

Office of the Mayor
City & County of San Francisco



VIA ELECTRONIC MAIL

Requestor: Anonymous
76434-70600365@requests.muckrock.com

July 26, 2019

Re: Public Records Request Received July 2 2019

Dear Anonymous:

This further responds to your request attached, entitled Email and Electronic Communications Audit, received by the Office of the Mayor on July 2, 2019. We previously invoked an extension of time to continue our response under Government Code § 6253(c) and San Francisco Admin. Code § 67.25(b) for up to 14 days from the original due date because of the need for consultation with other city departments and the potential volume of requested materials.

Response Dated July 26, 2019

We have completed our search and consultation and are attaching herewith responsive records located in the possession of the Office of the Mayor. The documents are provided in multiple emails due to file size. Please note that responsive emails from official city email accounts are provided for all of the requested custodians. Additionally, responsive text messages from personal devices pertaining to city business have been provided for Communications Director Jeff Cretan, Liaison to the Board of Supervisors Sophia Kittler and Compliance Officer Hank Heckel. No such responsive texts were located for the other requested custodians. Further, no responsive communications in the other electronic media named were located for the requested custodians.

The responsive documents have been provided in a PDF format for its ease of transferability and accessibility, consistent with Cal. Gov. Code 6253.9(a)(1). Metadata from any native format has not been provided to avoid risks to the security and integrity of the city's data system and avoid the release of exempt confidential or privileged information. Pursuant to Cal. Gov. Code 6253.9 (f), an agency is not required to provide an electronic record in an electronic format that would jeopardize or compromise the security or integrity of the original record or its data system. The PDF format ensures the security and integrity of the original record.

Please note that certain documents have been withheld on the basis of the attorney-client privilege and/or the attorney work product doctrine. Gov't Code § 6254(k); Evid. Code § 954; Code of Civ. Proc. § 2018.030; Gov't Code § 6276.04; Admin. Code § 67.21(k).

Please note that certain personal information such as private email addresses, phone numbers and personal addresses has been redacted to avoid an unwarranted breach of personal privacy. See Cal. Govt. Code Secs. 6254(c), 6254(k); California Constitution, Art. I, Sec. 1.

Please note that certain information has been redacted on the basis of the attorney-client privilege. Gov't Code § 6254(k); Evidence Code § 954; Admin. Code § 67.21(k).

Please also note that certain call-in information has been redacted pursuant to the official information privilege. See Cal. Evid. Code Sec. 1040(b)(2).

Please note that certain identifying information has been redacted to protect the identity of certain individuals involved in ongoing hiring processes. See Cal. Govt. Code Secs. 6254(c), Admin. Code § 67.24(c).

Please note that we are responding only on behalf of the Office of the Mayor and not on behalf of other City Departments. If you have any questions about your request or would like to submit another public records request, please feel free to contact us at mayorsunshinerequests@sfgov.org.

Best Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

EXHIBIT C

Office of the Mayor
City & County of San Francisco



VIA ELECTRONIC MAIL

Requestor: Anonymous
76434-70600365@requests.muckrock.com

July 29, 2019

Re: Amended and Supplemental Response to Public Records Request Received July 2, 2019

Dear Anonymous:

This amends and supplements our July 26, 2019 response to your Public Records Request, attached, entitled Email and Electronic Communications Audit, received by the Office of the Mayor on July 2, 2019. We previously invoked an extension of time to continue our response under Government Code § 6253(c) and San Francisco Admin. Code § 67.25(b) for up to 14 days from the original due date because of the need for consultation with other city departments and the potential volume of requested materials. We then responded and provided responsive documents on July 26, 2019.

Amended and Supplemental Response Dated July 29, 2019

We have completed our search and consultation and are attaching herewith responsive records located in the possession of the Office of the Mayor. The documents have been provided in multiple emails due to file size. Please note that responsive emails from official city email accounts have been provided for all of the requested custodians. Additionally, responsive text messages from personal devices pertaining to city business have been provided for Communications Director Jeff Cretan, Liaison to the Board of Supervisors Sophia Kittler and Compliance Officer Hank Heckel. No such responsive texts were located for the other requested custodians. Existing messages received using Signal pertaining to city business have been provided for Chief of Staff, Sean Elsbernd. These communications are provided herewith as a supplemental production. No responsive communications in the other electronic media named were located for the requested custodians.

The responsive documents have been provided in a PDF format for its ease of transferability and accessibility, consistent with Cal. Gov. Code 6253.9(a)(1). Metadata from any native format has not been provided to avoid risks to the security and integrity of the city's data system and avoid the release of exempt confidential or privileged information. Pursuant to Cal. Gov. Code 6253.9 (f), an agency is not required to provide an electronic record in an electronic format that would jeopardize or compromise the security or integrity of the original record or its data system. The PDF format ensures the security and integrity of the original record.

Please note that certain documents have been withheld on the basis of the attorney-client privilege and/or the attorney work product doctrine. Gov't Code § 6254(k); Evid. Code § 954; Code of Civ. Proc. § 2018.030; Gov't Code § 6276.04; Admin. Code § 67.21(k).

Please note that certain personal information such as private email addresses, phone numbers and personal addresses has been redacted to avoid an unwarranted breach of personal privacy. See Cal. Govt. Code Secs. 6254(c), 6254(k); California Constitution, Art. I, Sec. 1.

Please note that certain information has been redacted on the basis of the attorney-client privilege. Gov't Code § 6254(k); Evidence Code § 954; Admin. Code § 67.21(k).

Please also note that certain call-in information has been redacted pursuant to the official information privilege. See Cal. Evid. Code Sec. 1040(b)(2).

Please note that certain identifying information has been redacted to protect the identity of certain individuals involved in ongoing hiring processes. See Cal. Govt. Code Secs. 6254(c), Admin. Code § 67.24(c).

Please note that we are responding only on behalf of the Office of the Mayor and not on behalf of other City Departments. If you have any questions about your request or would like to submit another public records request, please feel free to contact us at mayorsunshinerequests@sfgov.org.

Best Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

EXHIBIT D

This is a small 20-
page portion of the
voluminous responsive
records.

These records were provided by Respondents in an image PDF format, namely they appear to have been printed on hardcopy paper and then re-scanned. Due to this format, their quality as provided below is somewhat worse than the copy the respondents provided due to repeated compression. Please have Respondents provide their copies in their Reply so you can see the original quality.

From: Power, Andres (MYR)
To: Lindler, Nicole (MYR)
Subject: Re: 1000 Beds Tracker
Date: Wednesday, July 03, 2019 10:15:34 PM

That's right. Thanks!

Andres Power
Policy Director
Mayor London N. Breed

On Jul 3, 2019, at 4:11 PM, Lindler, Nicole (MYR) <nicole.lindler@sfgov.org> wrote:

The first subtotal line should have said 590 not 516. Sorry excel error.

Nicole Lindler | Policy Advisor
Office of Mayor London N. Breed
Sent via iPhone

On Jul 3, 2019, at 3:43 PM, Power, Andres (MYR) <andres.power@sfgov.org> wrote:

Am I missing something? This seems like it's adding up to 926.

Andres Power
Policy Director
Mayor London N. Breed

On Jul 3, 2019, at 1:12 PM, Lindler, Nicole (MYR) <nicole.lindler@sfgov.org> wrote:

DPH has confirmed that Hummingbird 14 beds are online.

<image001.gif> Nicole Lindler | Policy Advisor
Office of Mayor London N. Breed
City and County of San Francisco
415-554-6694

From: Lindler, Nicole (MYR)
Sent: Wednesday, July 03, 2019 12:16 PM
To: Power, Andres (MYR) <andres.power@sfgov.org>;
Cretan, Jeff (MYR) <jeff.Cretan@sfgov.org>
Subject: RE: 1000 Beds Tracker

Revised. The additions at BVHM and Hummingbird are currently open/operating according to HSH. However, I am

still awaiting absolute confirmation from DPH about Hummingbird as it is their program and we've been receiving mixed messages from HSH.

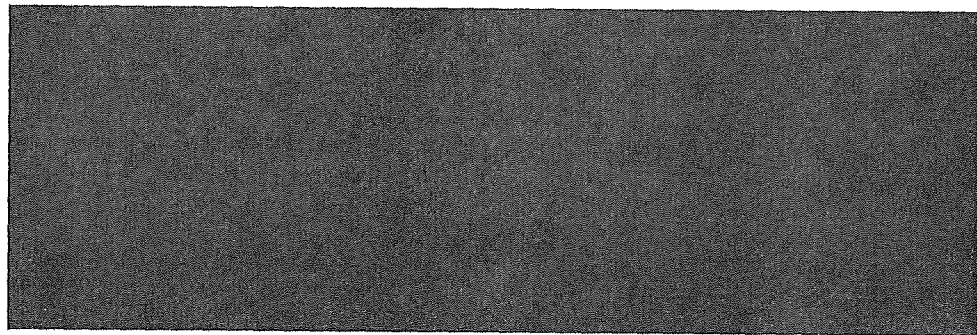
TEAM PLAN

| | Beds | District |
|-------------------|-------------|-----------------|
| Open | 212 | Various |
| BVHM | 60 | 9 |
| ZSFGH Hummingbird | 14 | 10 |
| | 286 | |

| In Development | | |
|--------------------------|-----|----|
| Jelani | 24 | 10 |
| Division Circle (Exp) | 60 | 9 |
| Civic Center Hotel (Exp) | 20 | 6 |
| | 104 | |

| Next Up | | |
|----------------|-----|---|
| SAFE (SWL 330) | 200 | 6 |

Subtotal **516**



TOTAL **1000**

<!--[if !supportLists]-->• <!--[endif]-->**DRAFT – DO NOT DISTRIBUTE**

<image001.gif>Nicole Lindler | Policy Advisor
 Office of Mayor London N. Breed
 City and County of San Francisco
 415-554-6694

From: Lindler, Nicole (MYR)
Sent: Wednesday, July 03, 2019 10:12 AM
To: Power, Andres (MYR) <andres.power@sfgov.org>;
 Cretan, Jeff (MYR) <Jeff.Cretan@sfgov.org>
Subject: 1000 Beds Tracker
Importance: High

Below is the agreed plan that we've outlined to reach the 1000 bed shelter goal:

| TEAM PLAN | | |
|--------------------------|-------------|-----------------|
| | Beds | District |
| Open | 212 | Various |
| | | |
| In Development | | |
| ZSFGH Hummingbird | 14 | 10 |
| Jelani | 24 | 10 |
| Division Circle (Exp) | 60 | 9 |
| Civic Center Hotel (Exp) | 20 | 6 |
| | 118 | |
| | | |
| Next Up | | |
| SAFE (SWL 330) | 200 | 6 |
| | | |
| <i>Subtotal</i> | 530 | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| TOTAL | 1000 | |

<image001.gif>Nicole Lindler | Policy Advisor
Office of Mayor London N. Breed
City and County of San Francisco
415-554-6694

From: Power, Andres (MYR)
To: Lindler, Nicole (MYR)
Subject: Re: 1000 Beds Tracker
Date: Wednesday, July 03, 2019 3:43:21 PM

Am I missing something? This seems like it's adding up to 926.

Andres Power
 Policy Director
 Mayor London N. Breed

On Jul 3, 2019, at 1:12 PM, Lindler, Nicole (MYR) <nicole.lindler@sfgov.org> wrote:

DPH has confirmed that Hummingbird 14 beds are online.

<image001.gif>Nicole Lindler | Policy Advisor
 Office of Mayor London N. Breed
 City and County of San Francisco
 415-554-6694

From: Lindler, Nicole (MYR)
Sent: Wednesday, July 03, 2019 12:16 PM
To: Power, Andres (MYR) <andres.power@sfgov.org>; Cretan, Jeff (MYR) <jeff.cretan@sfgov.org>
Subject: RE: 1000 Beds Tracker

Revised. The additions at BVHM and Hummingbird are currently open/operating according to HSH. However, I am still awaiting absolute confirmation from DPH about Hummingbird as it is their program and we've been receiving mixed messages from HSH.

TEAM PLAN

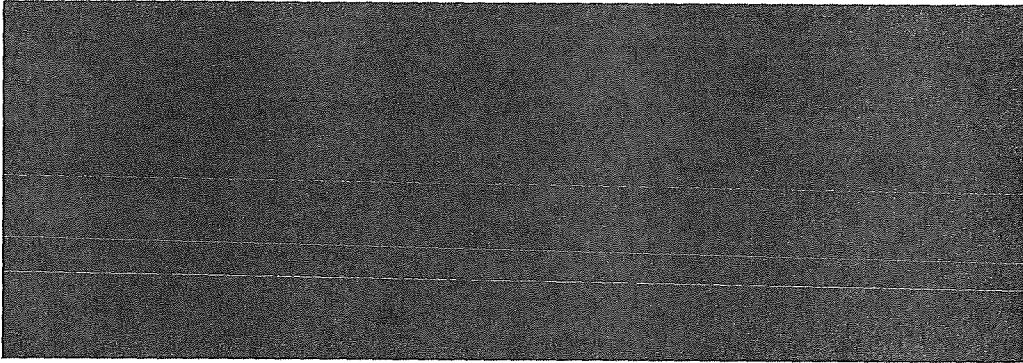
| | Beds | District |
|-------------------|-------------|-----------------|
| Open | 212 | Various |
| BVHM | 60 | 9 |
| ZSFGH Hummingbird | 14 | 10 |
| | 286 | |

| In Development | | |
|--------------------------|-----|----|
| Jelani | 24 | 10 |
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| | 104 | |

| Next Up | | |
|----------------|-----|---|
| SAFE (SWL 330) | 200 | 6 |

Subtotal

516



TOTAL

1000

<!--[if !supportLists]-->• <!--[endif]-->DRAFT – DO NOT DISTRIBUTE

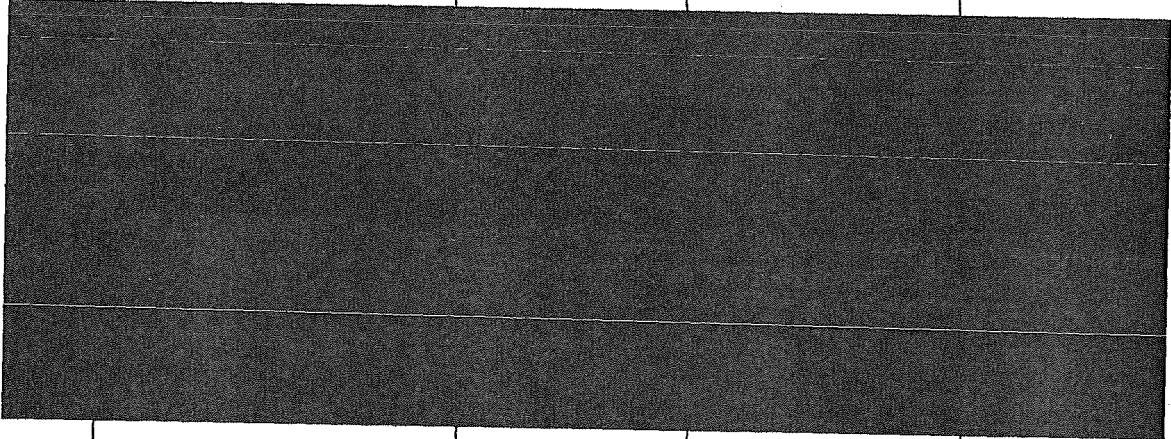
<image001.gif>Nicole Lindler | Policy Advisor
Office of Mayor London N. Breed
City and County of San Francisco
415-554-6694

From: Lindler, Nicole (MYR)
Sent: Wednesday, July 03, 2019 10:12 AM
To: Power, Andres (MYR) <andres.power@sfgov.org>; Cretan, Jeff (MYR) <Jeff.Cretan@sfgov.org>
Subject: 1000 Beds Tracker
Importance: High

Below is the agreed plan that we've outlined to reach the 1000 bed shelter goal:

| TEAM PLAN | | |
|--------------------------|-------------|-----------------|
| | Beds | District |
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| ZSFGH Hummingbird | 14 | 10 |
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| | | |

| | | |
|-----------------|------------|---|
| | 118 | |
| Next Up | | |
| SAFE (SWL 330) | 200 | 6 |
| | | |
| <i>Subtotal</i> | 530 | |
| | | |



| | | |
|--------------|-------------|--|
| | | |
| | | |
| | | |
| TOTAL | 1000 | |

<image001.gif>Nicole Lindler | Policy Advisor
Office of Mayor London N. Breed
City and County of San Francisco
415-554-6694

From: Power, Andres (MYR)
To: Lindler, Nicole (MYR)
Subject: Re: 1000 Beds Tracker
Date: Wednesday, July 03, 2019 10:33:58 AM

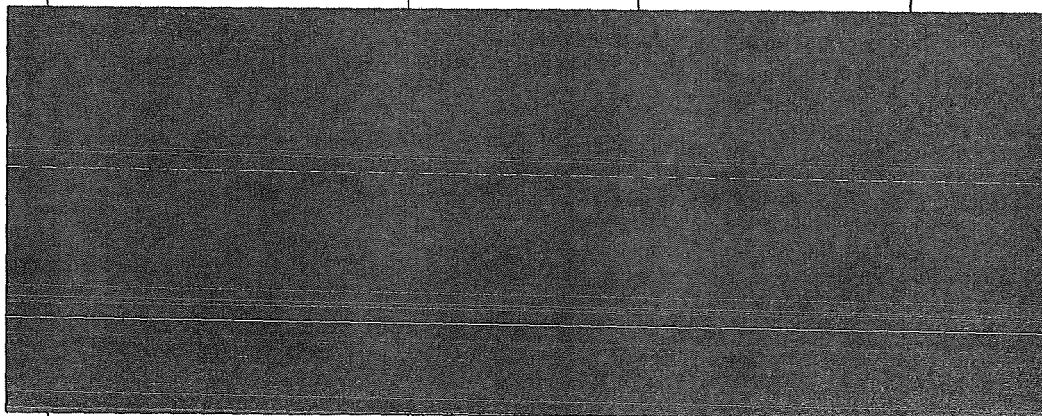
Isn't BVHM implemented?

Andres Power
 Policy Director
 Mayor London N. Breed

On Jul 3, 2019, at 10:11 AM, Lindler, Nicole (MYR) <nicole.lindler@sfgov.org> wrote:

Below is the agreed plan that we've outlined to reach the 1000 bed shelter goal:

| TEAM PLAN | | |
|--------------------------|-------------|-----------------|
| | Beds | District |
| Open | 212 | Various |
| | | |
| In Development | | |
| ZSFGH Hummingbird | 14 | 10 |
| Jelani | 24 | 10 |
| Division Circle (Exp) | 60 | 9 |
| Civic Center Hotel (Exp) | 20 | 6 |
| | 118 | |
| | | |
| Next Up | | |
| SAFE (SWL 330) | 200 | 6 |
| | | |
| <i>Subtotal</i> | 530 | |
| | | |



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| | | |
|--------------|-------------|--|
| | | |
| TOTAL | 1000 | |

<image001.gif>Nicole Lindler | Policy Advisor
Office of Mayor London N. Breed
City and County of San Francisco
415-554-6694

From: Schneider, Dylan (HOM)
To: Power, Andres (MYR)
Cc: Kittler, Sophia (MYR)
Subject: Re: Homeless Commission Charter Amendment
Date: Tuesday, July 02, 2019 8:10:39 AM

Hi Andres,

I'm on my way in and will give you a call at 9am when I have everything in front of me.

Thank you,
Dylan

[Get Outlook for iOS](#)

From: Power, Andres (MYR)
Sent: Tuesday, July 2, 2019 8:05:16 AM
To: Schneider, Dylan (HOM)
Cc: Kittler, Sophia (MYR)
Subject: Re: Homeless Commission Charter Amendment

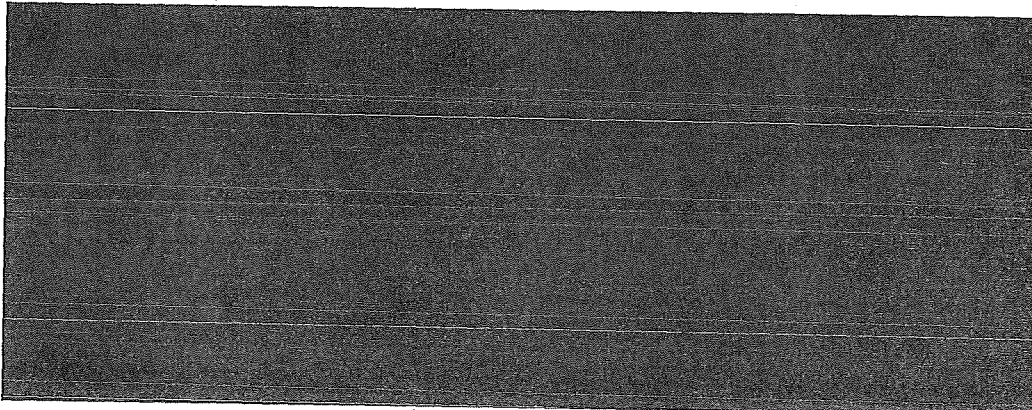
Dylan,

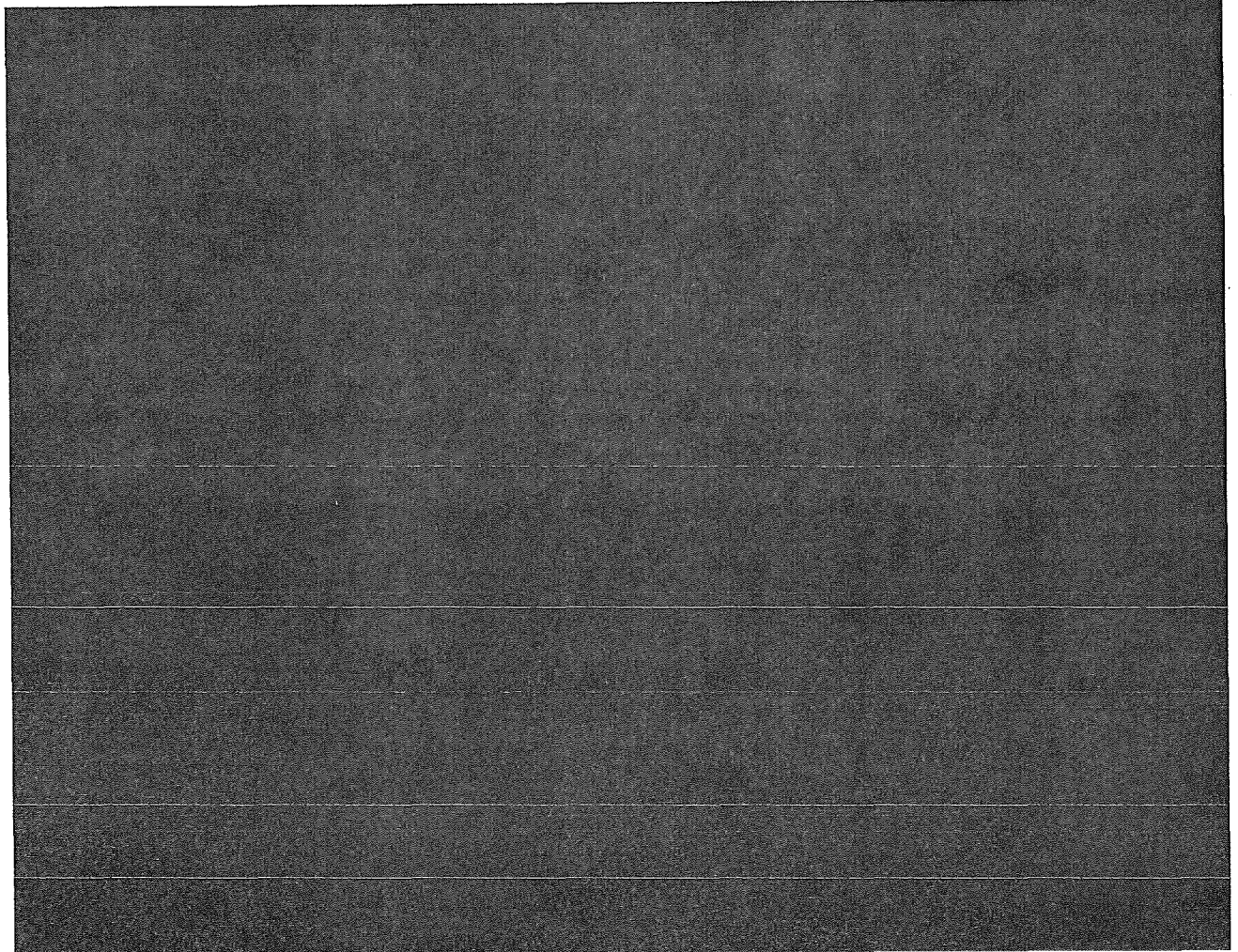
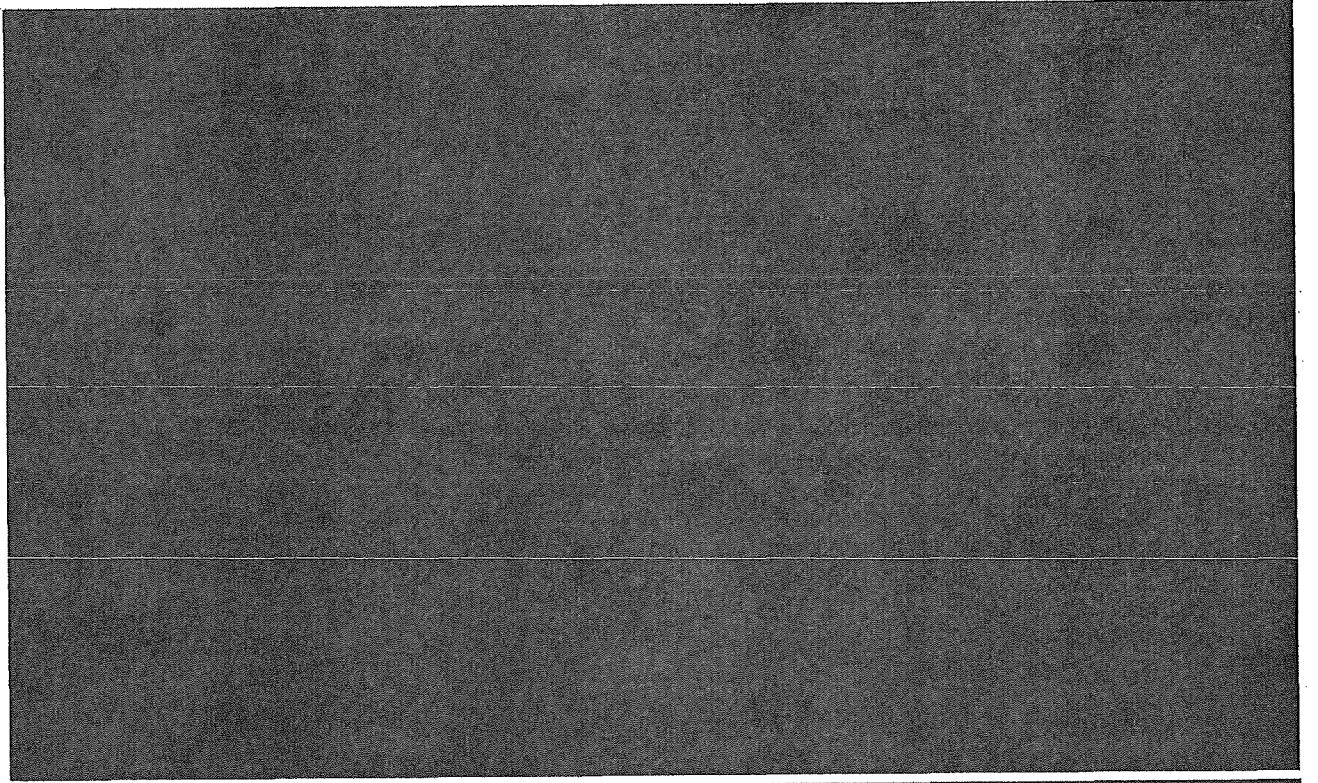
Please give me a call when you're in.

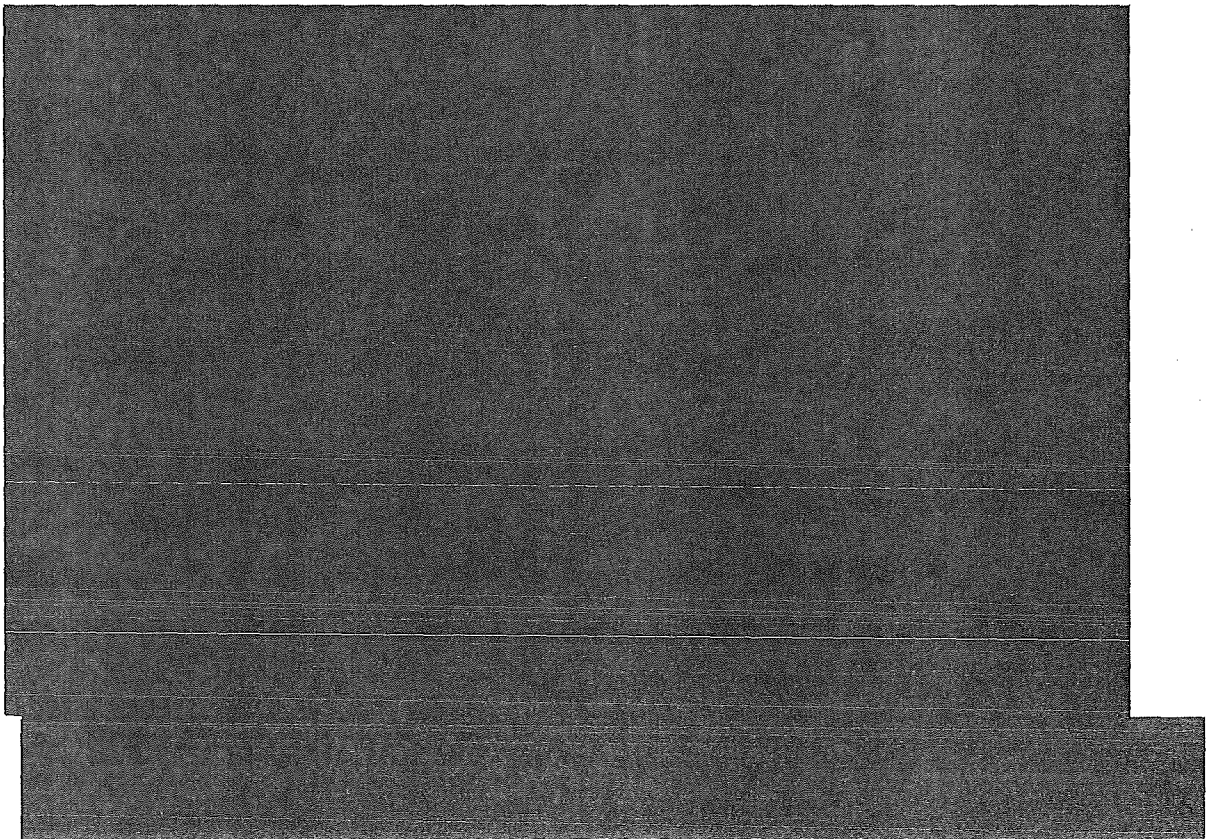
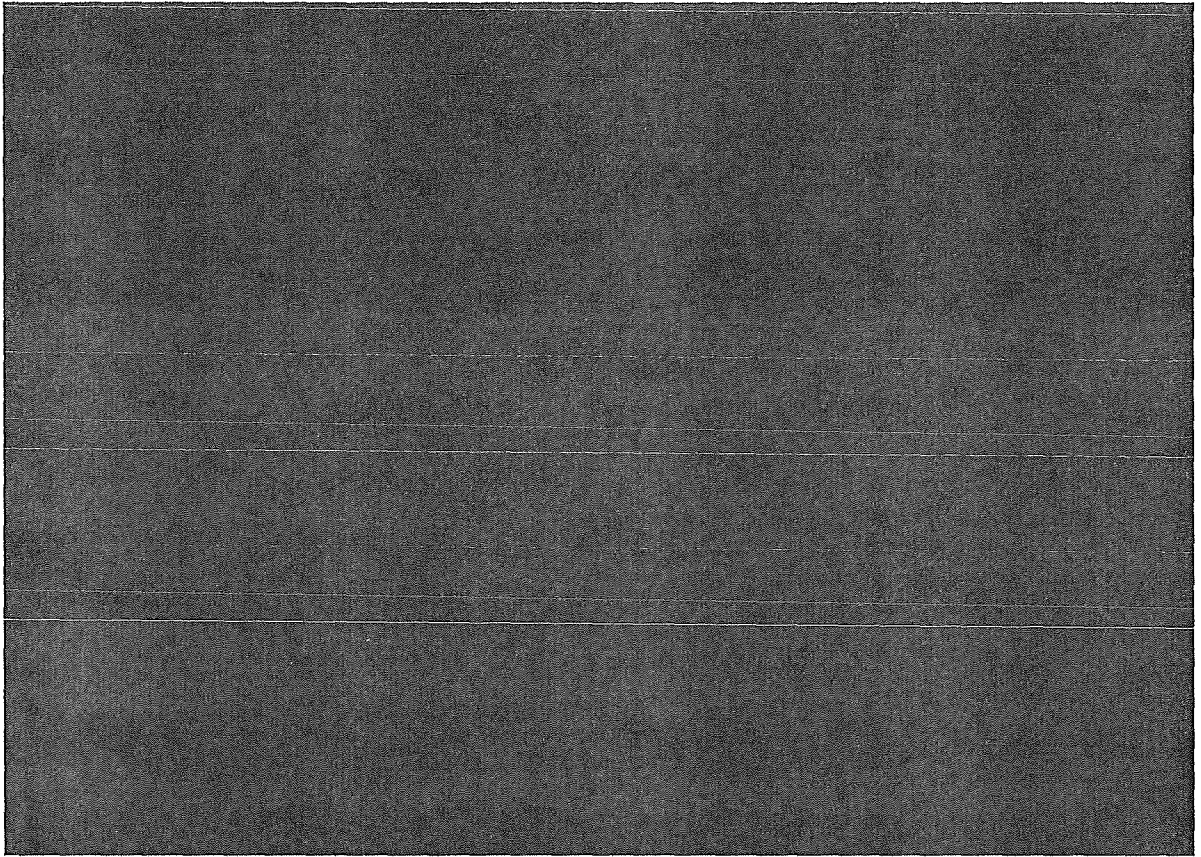
We need to make sure that we're framing this correctly.

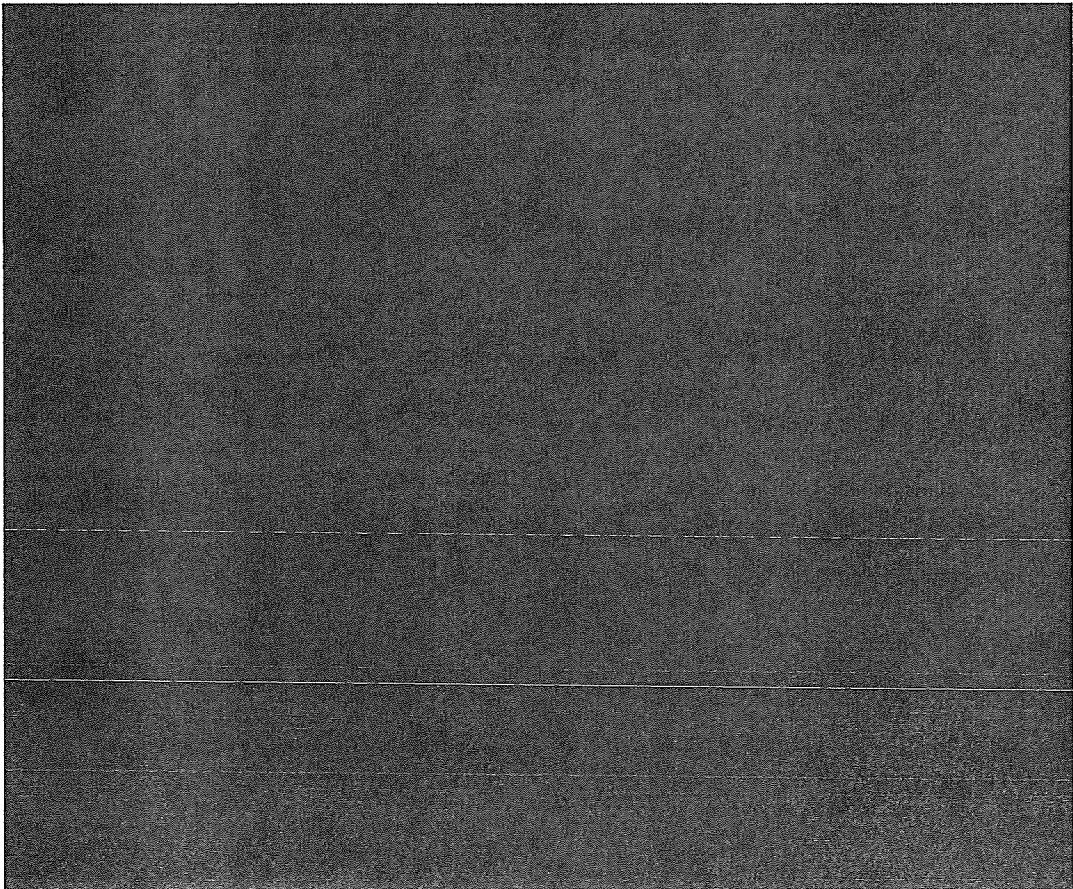
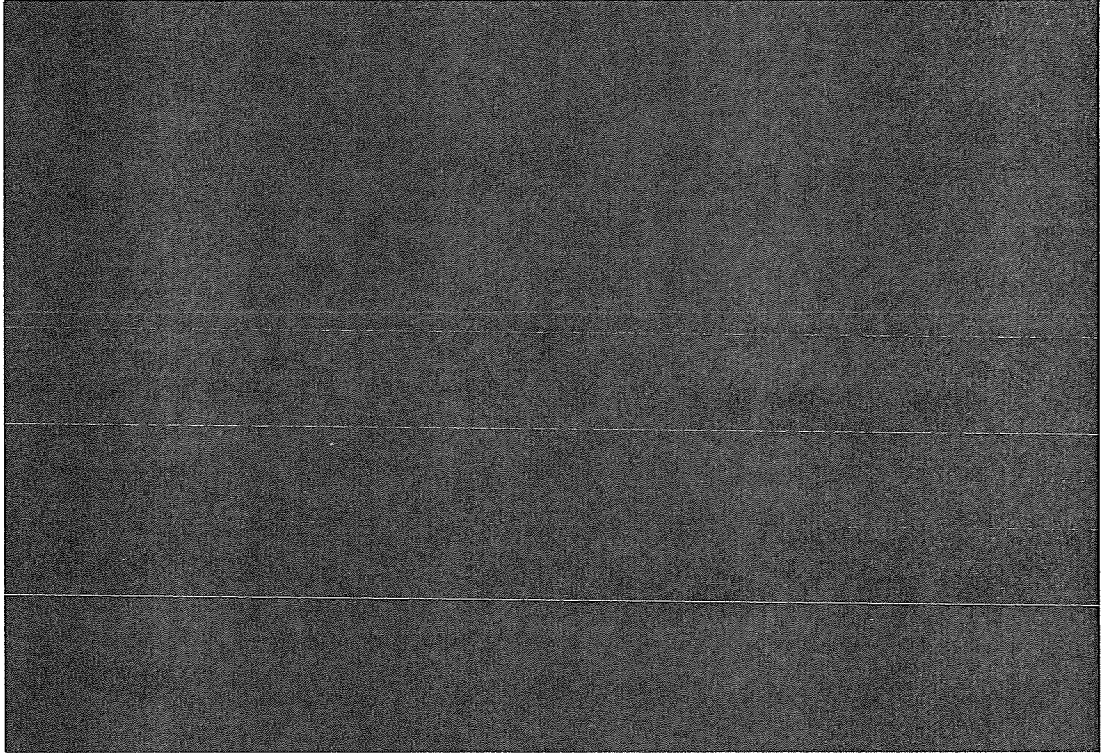
Andres Power
Policy Director
Mayor London N. Breed

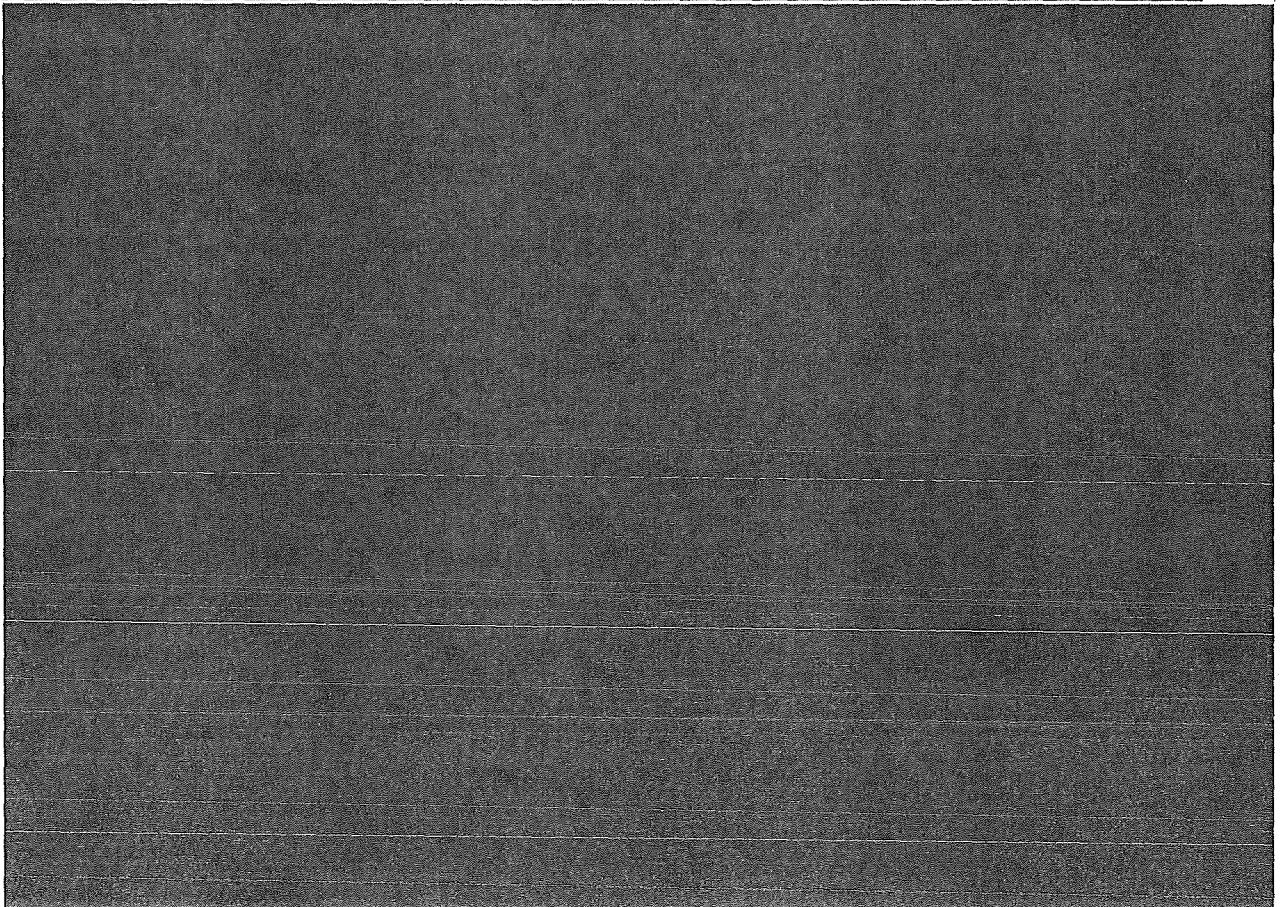
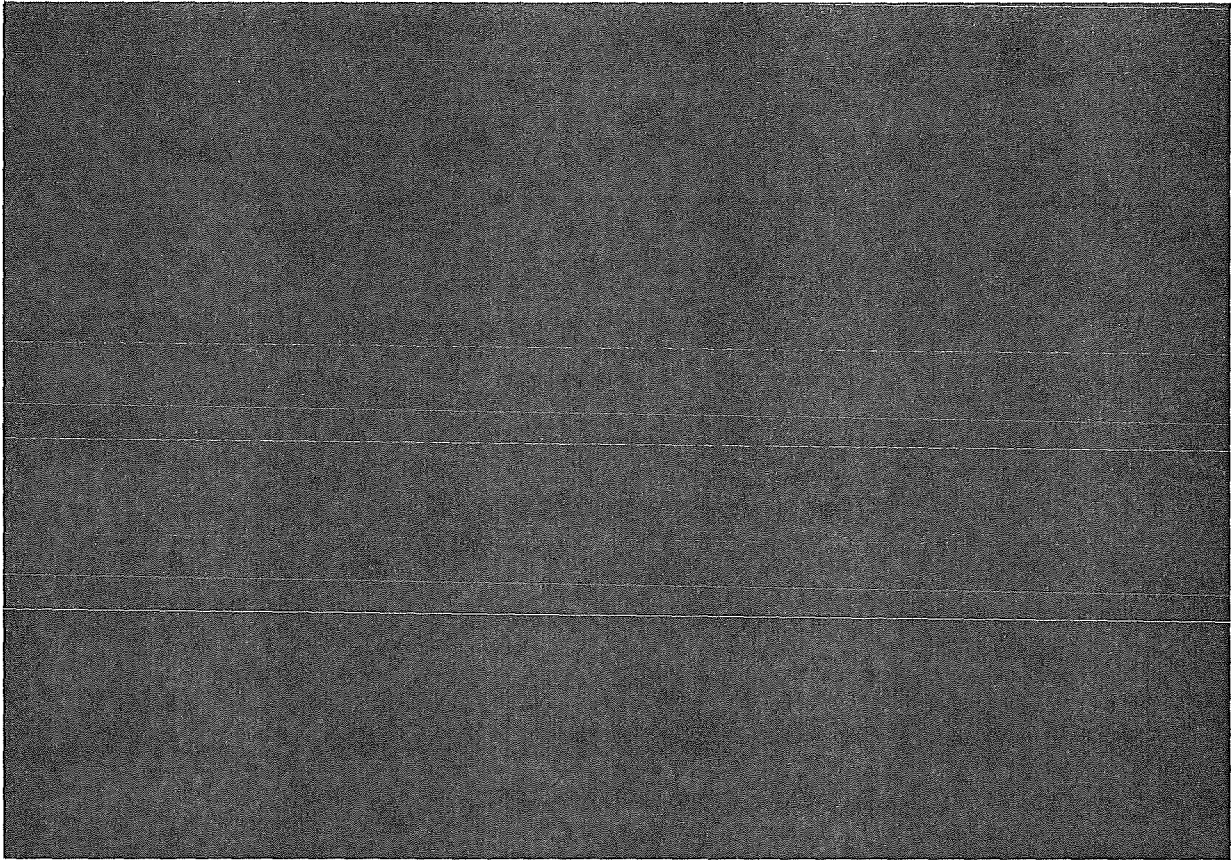
On Jul 1, 2019, at 9:59 PM, Schneider, Dylan (HOM) <dylan.schneider@sfgov.org> wrote:

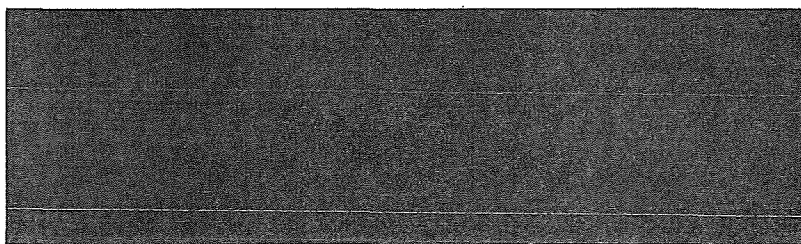
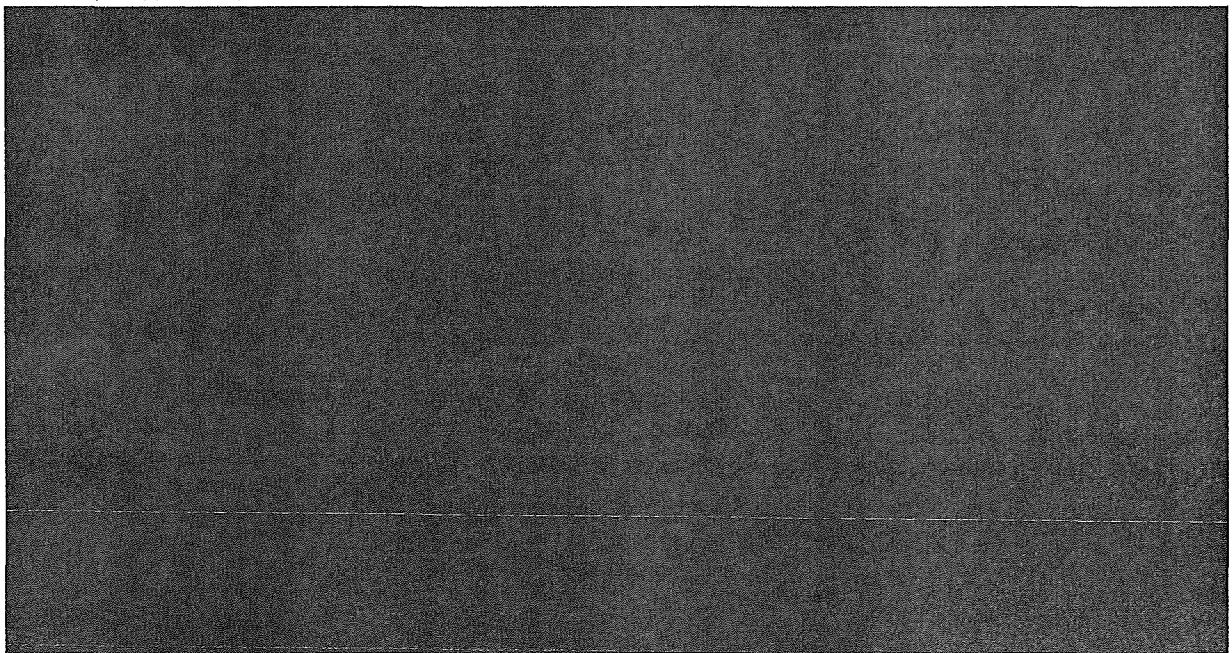
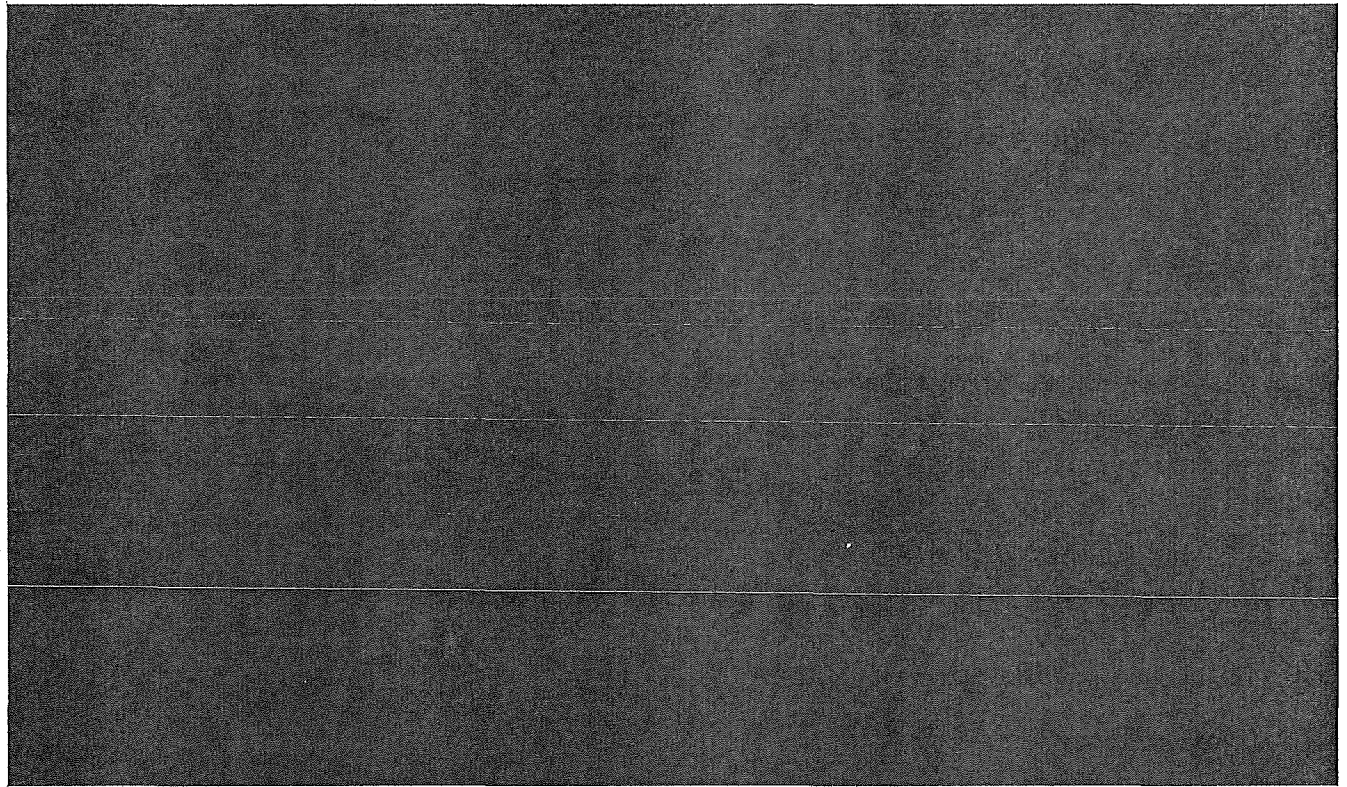


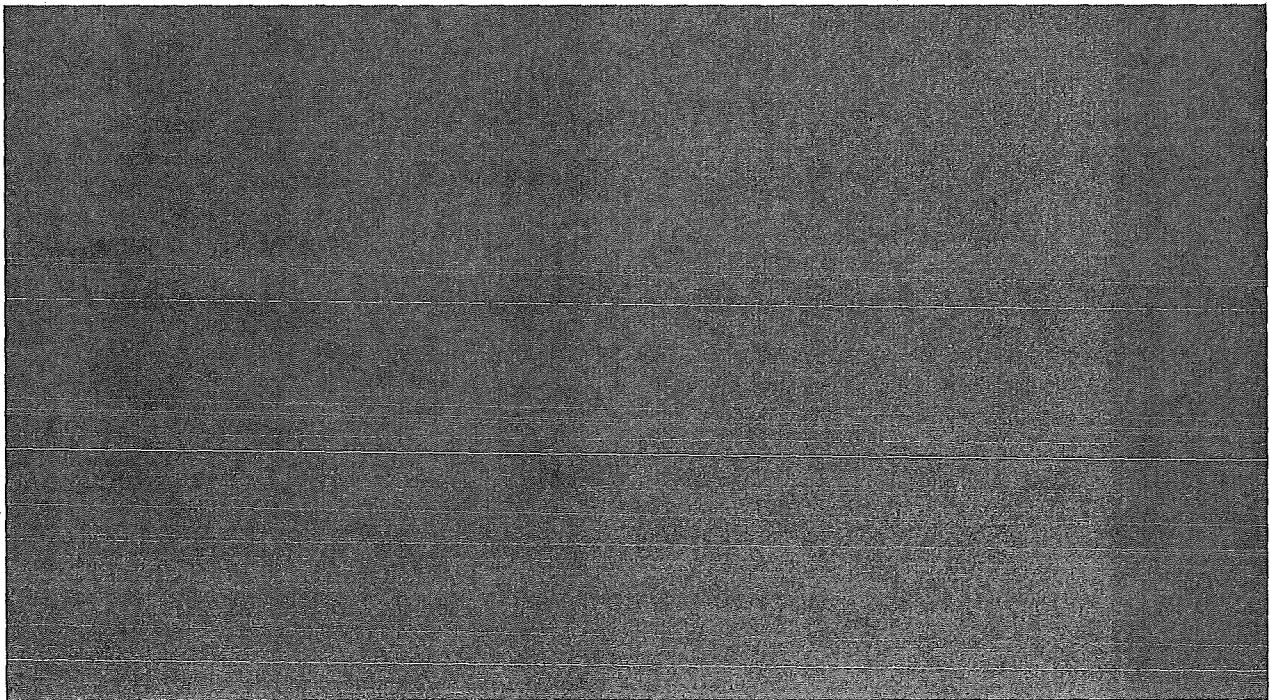
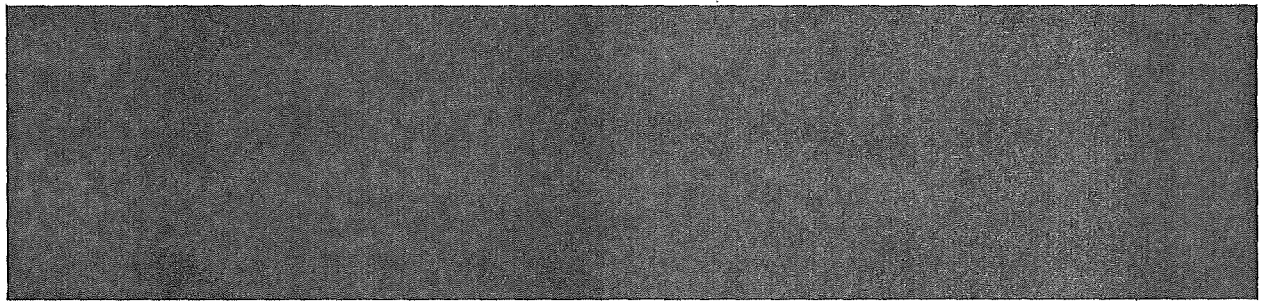
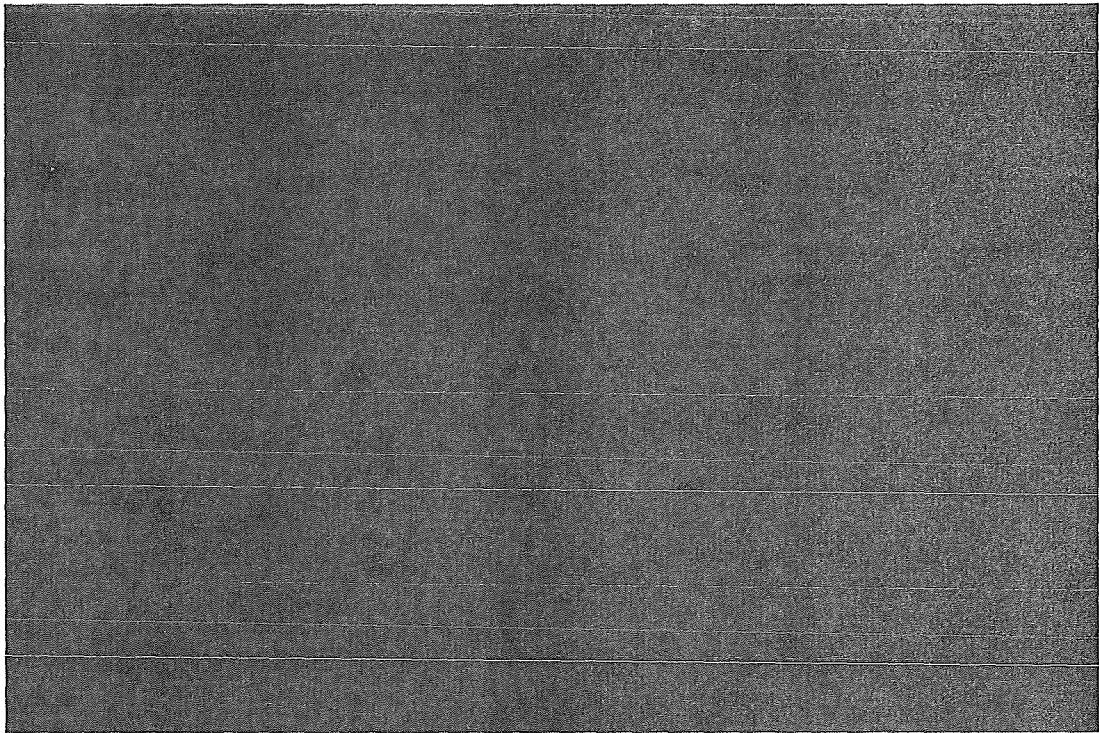


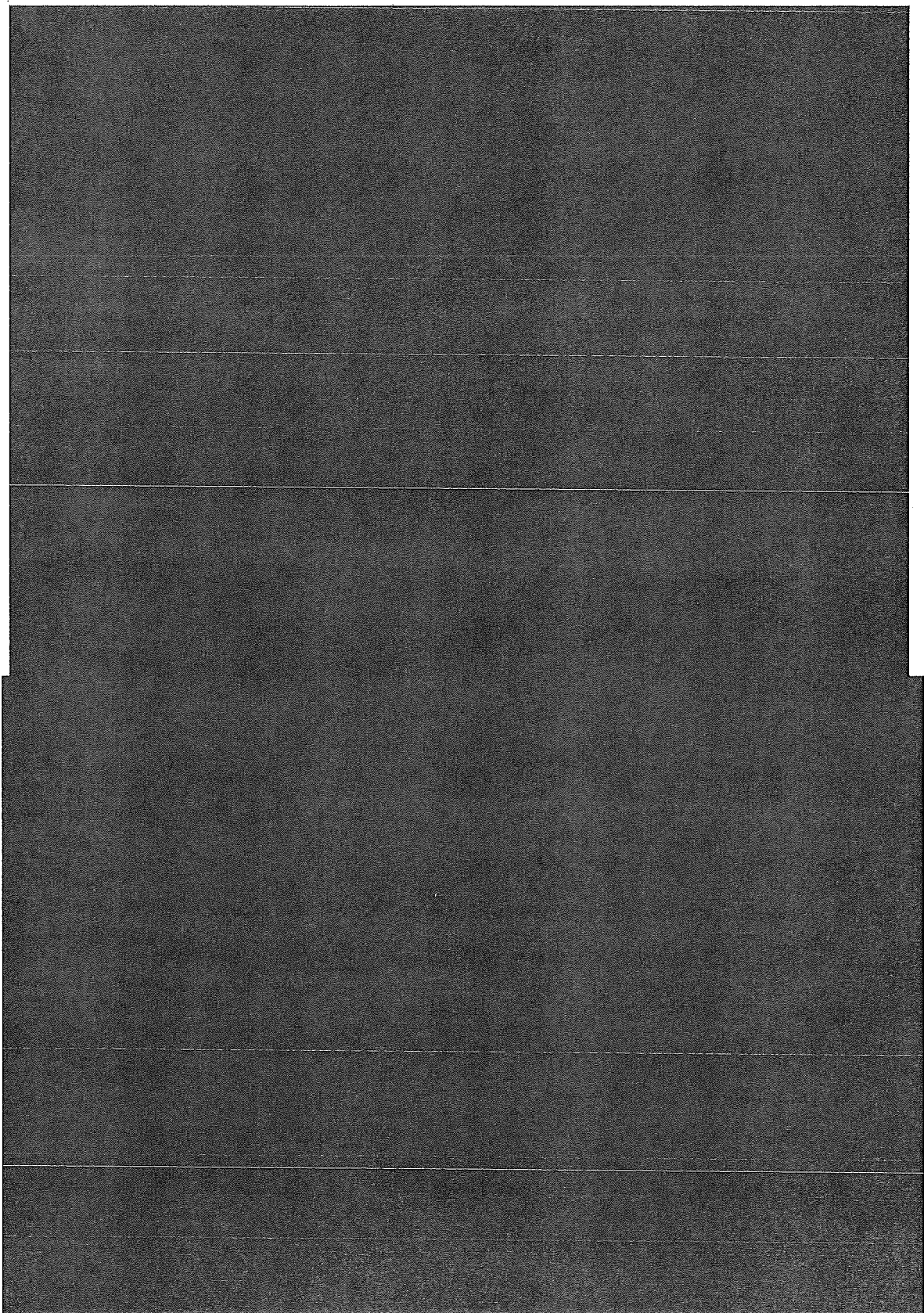


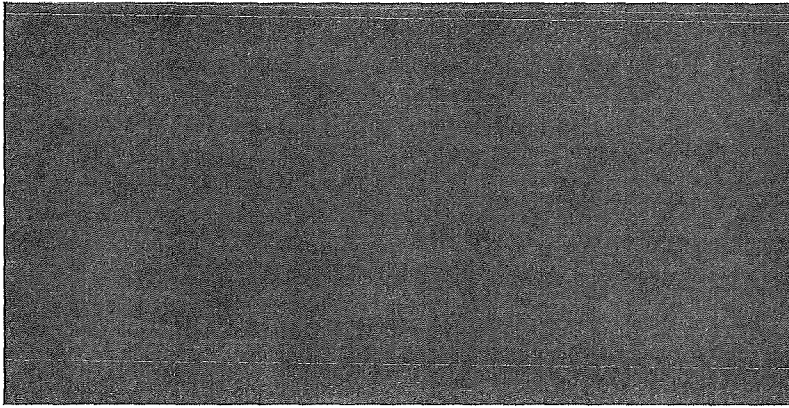












From: Bruss, Andrea (MYR)
To: Power, Andres (MYR)
Subject: FW: Thank you! + Resume
Date: Tuesday, July 02, 2019 11:31:02 AM
Attachments: [REDACTED] Resume.pdf

[REDACTED] is going to apply for the open budget office position, but you may want to also see if he is a good fit for your team. He comes recommended from his time in the Controller's Office.

From: [REDACTED]
Sent: Tuesday, July 02, 2019 11:03 AM
To: Bruss, Andrea (MYR) <andrea.bruss@sfgov.org>
Subject: Thank you! + Resume

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Andrea,

Thank you very much for taking the time to chat and offering to forward my resume to folks. Please see my attached resume.

Please let me know if there is anything else I can provide.

Best,

[REDACTED]

From: Arce, Joshua (ECN)
To: Power, Andres (MYR)
Cc: Torres, Joaquin (ECN)
Subject: FW: Thank You!
Date: Tuesday, July 02, 2019 11:56:58 AM

FYI - closing the loop on this request from the Veterans Summit

From: Arce, Joshua (ECN)
Sent: Tuesday, July 2, 2019 11:56 AM
To: David Chasteen [REDACTED]
Cc: Torres, Joaquin (ECN) <joaquin.torres@sfgov.org>; Nim, Ken (ECN) <ken.nim@sfgov.org>; Lam, Byron (ECN) <byron.lam@sfgov.org>; Dostal, Viktoriya (ECN) <Viktoriya.Dostal@sfgov.org>; Rice, Lowell (ECN) <lowell.rice@sfgov.org>; Callahan, Micki (HRD) <micki.callahan@sfgov.org>; Howard, Kate (HRD) <kate.howard@sfgov.org>; Biasbas, Anna (HRD) <anna.biasbas@sfgov.org>
Subject: RE: Thank You!

Thank you again Commissioners. Apologies for the delay but we wanted to be very thorough with respect to your request, working with our partners at the Department of Human Resources.

Thank you again Director Callahan, Kate and Anna.

Commissioners, Anna Biasbas, DHR Director of Employment Services, was able to work with her Team to provide the following response (thank you once again):

| Year Applied | Received Vet Points (Regular or Disabled) | Received Disabled Vet Points | Total Who Received Vet Points and Were Hired | Total Who Were Hired and Had Received Disabled Vet Points | Total Number of Applicants for Permanent Recruitment |
|--------------|---|------------------------------|--|---|--|
| 2017 | 253 | 55 | 56 | 12 | 65,623 |
| 2018 | 255 | 66 | 35 | 8 | 73,936 |

Please let us know if you would like further background and context, or any follow up questions you may have. We look forward to our continued work together on the items that we discussed at the Veterans' Summit.

Josh

From: David Chasteen [REDACTED]
Sent: Wednesday, June 12, 2019 10:53 PM

EXHIBIT E



Tyronne Jue
Tap here for settings



WED, MAY 22

Did you talk to Ed Reiskin about LCFS? Want to confirm before sending out memo.

MAY 22 5:27 PM

No, a bunch of other stuff. Sorry
MAY 22 5:42 PM

No worries. I can hold off on sending the memo until tomorrow. If you can confirm that you generally approve I can move the item forward with Ed/Harlan.

MAY 22 5:46 PM

I approve
MAY 22 5:46 PM

Ok. Thanks.
MAY 22 5:49 PM

FRI, JUN 14



New Message



EXHIBIT F

Subject: California Public Records Act Request: Custodian of Records Working Group - Immediate Discl...



Dear Office of the Mayor ,

This is a new Immediate Disclosure Request under the San Francisco Sunshine Ordinance, made before start of business August 22, 2019.

** Please redact your responses correctly! This is a public mailbox, and all of your responses (including emails, attachments, file shares, and the disclosed records) may be automatically and instantly available to the general public on the MuckRock.com service used to issue this request (though I am not a MuckRock representative). Once you send them to us, there's no going back.

**

The audio record of the August 7 SOTF meeting appears to reference a "Custodian of Records Working Group" (aka "Custodian Working Group", called the "Group" below) of public employees attempting to, among other things, lobby (in a colloquial sense), via a letter, the SOTF to impose certain suggestions or restrictions on the behavior of the public. Perhaps my impression is incorrect; I would like to know more.

I request under the San Francisco Sunshine Ordinance (Ordinance) and the California Public Records Act (CPRA):

1. IMMEDIATE DISCLOSURE REQUEST: all agendas (draft or final) of meetings of the Group
2. IMMEDIATE DISCLOSURE REQUEST: all minutes (draft or final) of meetings of the Group
3. IMMEDIATE DISCLOSURE REQUEST: all listings of the membership/roster of the Group
4. regular request: all supporting documentation used at meetings of the Group
5. IMMEDIATE DISCLOSURE REQUEST: all records showing any budget allocations or other financial support given to the Group
6. regular request: all records that would demonstrate the public monies being used to support the activities of the Group (including showing the time spent by public employees performing Group work, for example calendar/schedule items showing when the meetings took place and who attended). Ms. Blackman said [in the Aug 7 SOTF audio record] that the signers spent "quite a lot of time" was spent writing this letter. Provide all records showing what public employee work time was spent writing this letter.
7. IMMEDIATE DISCLOSURE REQUEST: all records related to the attempt to lobby the Sunshine Ordinance Task Force to change their rules or procedures, including but not limited to the letter discussed at the SOTF Aug 7 meeting. Including a copy of the letter and all drafts or other versions of this letter.
8. regular request: all correspondence between your Compliance Officer and/or Custodian of Records and/or Public Records Manager and the Group as an entity
9. regular request: all correspondence between your Compliance Officer and/or Custodian of Records and/or Public Records Manager and any of { David Steinberg, Sue Blackman, Hank Heckel, Caroline Celaya, Marianne Mazzucco-Thompson } since Jan. 1, 2019.
10. regular request: Ms. Celaya stated [in the Aug 7 SOTF audio record] that certain best practices have been generated. Provide all policies/best practices written by the Group.

We remind you of your obligations to provide electronic records in any format we request them in, as long as either you hold them in that format, the format is available to you, or the format is easy to generate (Admin Code 67.21(l)). Therefore, calendars exported in the .ics, iCalendar, or vCard formats ("A") and emails exported in the .eml or .msg formats ("B") with all non-exempt headers, metadata, attachments, etc. are our desired formats. Such formats are easily exportable from Google Calendar/Gmail, Microsoft Outlook, Microsoft Exchange or other common calendaring/email systems. However, if you choose to convert electronic calendar items, for

example, to PDF or printed format, to easily redact them, you must ensure that you have preserved the full content of the original calendar item record (as specified in requests 1 and 2), which contains many detailed headers beyond the ones generally printed out. If you provide PDFs or printed items with only a few of the headers or lacking attachments/images, and therefore withhold the other headers/attachments without justification, you may be in violation of SF Admin Code 67.21, 67.26, 67.27, Govt Code 6253(a), 6253.9, and/or 6255, and we may challenge your decision. We *do not* waive the requirement of 67.21(l) discussed above, and are merely instructing you to preserve information even if you provide to us the undesirable PDF format.

For word processing documents, either .docx or .pdf formats are fine. For physical items, scanning to PDF format is acceptable.

For this request, we are asking for a City of San Jose v Superior Court (2017) search be performed of the Compliance Officer/Custodian of Records/Public Records Manager and all other members of your department's staff who are a member of or have ever attended the Group, such that each such employee either provide all records responsive to this request present on their personal accounts/devices/property (solely to the extent the record or portion thereof relates to the public's business), or provide a declaration/affidavit that no such records exist. All such affidavits/declarations are also requested as responsive records to this request. Please handle the government account record search as an immediate disclosure search, and the personal search under regular timelines.

Please provide only those copies of records available without any fees. If you determine certain records would require fees, please instead provide the required notice of which of those records are available and non-exempt for inspection in-person if we so choose.

I look forward to your immediate disclosure.

Sincerely,
Anonymous

EXHIBIT G

From: Office of the Mayor**08/23/2019**

Subject: Request re Custodians Working Group



Dear Anonymous,

This is in response to your request below received by the Office of the Mayor on August 22, 2019. Please see attached responsive records located in the Office of the Mayor responsive to items 1 and 2. Please note that we have not located records responsive to items 3, 5 or 7. The responsive information attached has been provided in a PDF format for its ease of transferability and accessibility, consistent with Cal. Gov. Code 6253.9(a)(1). Metadata from any native format has not been provided to avoid risks to the security and integrity of the original record as well as the city's data and information technology systems and to avoid the release of exempt confidential or privileged information. See Cal. Gov. Code 6253.9 (f) and 6254.19. The PDF format ensures the security and integrity of the original record as well as the security and integrity of the city's data and information technology systems.

Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco
(415) 554-4796

EXHIBIT H

Heckel, Hank (MYR)

From: Steinberg, David (DPW)
Sent: Wednesday, April 10, 2019 12:06 PM
To: Kilshaw, Rachael (POL); Blackman, Sue (LIB); Patterson, Kate (ART); Valdez, Anthony (ENV); Miree, David (HRC); Ah Nin, Derek (ASR); Christensen, Diana (ADM); Gavin, John (ECN); Wiggins, Matthew (CON); Madjus, Lily (DBI); Strawn, William (DBI); Zamora, Francis (DEM); Jones, Lauren (TIS); Martin, Renee (PRT); Pawlowsky, Eric (REC); Patel, Nikesh (DAT); GUZMAN, ANDREA (CAT); Repola, Linda (ADM); Gard, Susan (HRD); Flannery, Eugene (MYR); Peters, Michelle (PUC); McClain, Thomas (ETH); Buckley, Theresa (TTX); Chu, Lucy (FIR); Ionin, Jonas (CPC); Boomer, Roberta (MTA); Barnes, Bill (ADM); Tucker, John (FIR); Rudakov, Vladimir (HSA); Pang, Ken (HSA); Lin-Wilson, Tiffany (REC); Heckel, Hank (MYR); Woo, Gloria (MYR); Armanino, Darlene (RET); Ng, Wilson (BOS); mpowers@famsf.org; Patino, Andres-Lopez (REC)
Subject: Custodians of Record meeting

Hi all,

We had tentatively settled on April for our next quarterly meeting, but things have gotten delays. There are a number of issues that I think we should discuss and possibly weigh in on before the Sunshine Ordinance Task Force. Among them:

- The SOTF hasn't responded to the December letter signed by a number of custodians.
- The SOTF has recently expressed the opinion that custodians should not be redacting personally identifiable information from records released to the public. A committee hearing was supposed to further explore this issue.
- Plans to expand NextRequest to additional departments.
- DT has expressed an interested in hosting a demo about archiving social media activity.

Are there other issues that we should discuss, and is anyone able to host a meeting? (Disclosure: I'll be very busy until the first full week of May, after Public Works Week.)

Thanks,

David A. Steinberg



Custodian of Records & Executive Assistant to the Director
San Francisco Public Works | City and County of San Francisco
City Hall, Room 348 - 1 Dr. Carlton B. Goodlett Pl. | San Francisco, CA 94102 | (415) 554-6950
sfpublicworks.org · twitter.com/sfpublicworks

For public records requests, please go to sfpublicworks.org/records.

Heckel, Hank (MYR)

From: Steinberg, David (DPW)
Sent: Tuesday, November 13, 2018 10:36 AM
To: Steinberg, David (DPW); Doug Yakel (AIR); Vien, Veronica (DPH); Yim, Tiffany (DPH); Silva, Christine (CPC); Quezada, Randolph (HOM); Celaya, Caroline (MTA); Kilshaw, Rachael (POL); Blackman, Sue (LIB); Patterson, Kate (ART); Valdez, Anthony (ENV); Miree, David (HRC); Ah Nin, Derek (ASR); Christensen, Diana (ADM); Gavin, John (ECN); Wiggins, Matthew (CON); Strawn, William (DBI); Zamora, Francis (DEM); Jones, Lauren (TIS); Martin, Renee (PRT); Pawlowsky, Eric (REC); Patel, Nikesh (DAT); GUZMAN, ANDREA (CAT); Repola, Linda (ADM); Gard, Susan (HRD); Flannery, Eugene (MYR); Peters, Michelle (PUC); McClain, Thomas (ETH); Buckley, Theresa (TTX); Chu, Lucy (FIR); CPC-RecordRequest; Son, Chanbory (CPC); Ionin, Jonas (CPC); Boomer, Roberta (MTA); Jacobson, Caitlin (ADM); Barnes, Bill (ADM); Tucker, John (FIR); Rudakov, Vladimir (HSA); Pang, Ken (HSA); Lin-Wilson, Tiffany (REC); Heckel, Hank (MYR); Armanino, Darlene (RET); Ng, Wilson (BOS)
Subject: Update on Custodians letter to Sunshine Ordinance Task Force
Attachments: Sunshine Working Group Letter_10-24-18.docx

Dear Custodians,

Thanks to everyone who has agreed to sign the letter that has been drafted by the Custodians of Record Working Group. A quick update:

- So far, representatives from 11 departments have agreed to sign the letter, including most recently the **Mayor's Office** and the **Office of the City Administrator**.
- Several people said they want to sign but haven't yet received an OK from a supervisor, so please send me an update.
- My goal would be to send this letter by the end of this week so it arrives before the Thanksgiving holiday and before the next task force meeting.
- If you know of other custodians who are not on our mailing list, please forward their contact information to me so I can loop them in.
- The plan we discussed was to include the names and departments of everyone signing the letter, with copies to the unions representing those individuals. I will confirm with every "Yes" to verify how you want your name to be listed and to find out which union should be copied.

Please let me know if anyone has additional questions or comments. I'm attaching the "final" version of the letter that has been approved. Don't forget, we also are looking for a host for our next meeting, which should be in December.

Regards,

David A. Steinberg

Custodian of Records & Executive Assistant to the Director

San Francisco Public Works | City and County of San Francisco

City Hall, Room 348 - 1 Dr. Carlton B. Goodlett Pl. | San Francisco, CA 94102 | (415) 554-6950

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DATE

Members of the Sunshine Ordinance Task Force
1 Dr. Carlton B. Goodlett Place
City Hall Room 244
San Francisco, CA 94102

Dear Honorable Members of the Sunshine Ordinance Task Force:

We are writing to let you know that since fall 2017, City and County of San Francisco (City) employees who serve as Custodians of Records for their respective agencies have been meeting to share best practices in responding to Sunshine requests.

The Custodians of Record Working Group is committed to open and transparent government, and to providing the best possible customer service to all members of the public. We meet quarterly to: share promising practices; discuss ways we can improve the customer experience; collectively work through issues we face in our roles; and ensure consistency throughout all City departments in how we comply with the Sunshine Ordinance.

Our group recognizes the important role the Sunshine Ordinance Task Force plays with regard to ensuring compliance, and appreciates the work of the Task Force. In the spirit of partnering to ensure that good work can continue, as a group, we would like ~~are compelled to~~ communicate that several members have raised concerns about disturbing behavior from the public during the hearings. These behaviors include: being heckled during testimony; being videotaped at uncomfortably close proximity; having objects thrown during testimony; name-calling; and being the recipients of angry, demeaning, and sometimes threatening comments and gestures.

We feel that ~~Such~~ behaviors are abusive and stressful, and create a very uncomfortable environment. If we engaged in these behaviors as City employees we would be in violation of the City's "Policy Regarding the Treatment of Co-Workers and Members of the Public," which states:

City policy requires employees to treat co-workers and members of the public with courtesy and respect. City employees and managers are responsible for maintaining a safe and productive workplace which is free from inappropriate workplace behavior.

The City's "Policy Prohibiting Employee Violence in the Workplace" also states:

Violence includes any conduct, verbal or physical, which causes another to reasonably fear for his or her own personal safety or that of his or her family, friends, associates, or property.

We respectfully request that the Task Force consider ways to better ~~do more to~~ enforce order and establish a professional and collegial tone during its hearings.

We can point to several policy bodies as good examples of setting an expectation of decorum at their meetings. For example, the Ethics Commission includes the following language on every agenda:

The Ethics Commission encourages and promotes integrity in government by education and example and is committed to treating all staff, members of the public, and colleagues with courtesy, respect, objectivity and fairness. Ethics Commission By-Laws Article XI Sec. 1. Members of the public who attend commission meetings are also expected to behave responsibly and respectfully. Persons who engage in name-calling, shouting, interruption, or other distracting behavior may be asked to leave. The following behaviors or activities are strictly prohibited inside the hearing room: applause or vocal expression of support or opposition; eating or drinking; signs regardless of content or message; profanity; physical aggression. The prohibition on signs does not apply to clothing, which includes signage pinned to clothing, messages displayed on clothing, pins, hats, or buttons. If the Chair is unable to obtain voluntary compliance, he may seek assistance from the sheriff's Deputy on call. This provision supplements the rules and policies adopted by City Hall, the Sheriff's Office, or the Board of Supervisors related to decorum, prohibited conduct or activities, noise, etc. and is not meant to be exhaustive.

We hope the Task Force will adopt a similar policy, and ask that this policy be read aloud at SOTF hearings.

Thank you in advance for giving our feedback consideration. Again, we have great respect for the important function of the Task Force and would be happy to meet with the SOTF Chair and Vice Chair to further discuss our concerns.

We look forward to working with you and to ensuring an open and transparent government for all.

Sincerely,

Name, department

Name, department

cc: Mayor London Breed; Board of Supervisors President Malia Cohen; Supervisors Sandra Lee Fewer, Catherine Stefani, Aaron Peskin, Katy Tang, Vallie Brown, Jane Kim, Norman Yee, Rafael Mandelman, Hillary Ronen and Asha Safai

Heckel, Hank (MYR)

From: Steinberg, David (DPW)
Sent: Friday, April 26, 2019 10:49 AM
To: Steinberg, David (DPW); Doug Yakel (AIR); Vien, Veronica (DPH); Yim, Tiffany (DPH); Silva, Christine (CPC); Celaya, Caroline (MTA); Kilshaw, Rachael (POL); Blackman, Sue (LIB); Patterson, Kate (ART); Valdez, Anthony (ENV); Miree, David (HRC); Ah Nin, Derek (ASR); Christensen, Diana (ADM); Gavin, John (ECN); Wiggins, Matthew (CON); Madjus, Lily (DBI); Strawn, William (DBI); Zamora, Francis (DEM); Jones, Lauren (TIS); Martin, Renee (PRT); Pawlowsky, Eric (REC); Patel, Nikesh (DAT); GUZMAN, ANDREA (CAT); Repola, Linda (ADM); Gard, Susan (HRD); Flannery, Eugene (MYR); Peters, Michelle (PUC); McClain, Thomas (ETH); Buckley, Theresa (TTX); Chu, Lucy (FIR); Ionin, Jonas (CPC); Boomer, Roberta (MTA); Barnes, Bill (ADM); Tucker, John (FIR); Rudakov, Vladimir (HSA); Pang, Ken (HSA); Lin-Wilson, Tiffany (REC); Heckel, Hank (MYR); Armanino, Darlene (RET); Ng, Wilson (BOS); mpowers@famsf.org; Patino, Andres-Lopez (REC); Woo, Gloria (MYR)
Subject: Next Custodians meeting + SOTF response to letter

Hi all,

Was anyone aware that the SOTF Rules Committee met March 26 and discussed the letter that many of us sent regarding decorum and conduct at meetings? A draft code of conduct is being worked on and will be referred to the full task force. More info here: https://sfgov.org/sunshine/sites/default/files/rules_032619_minutes.pdf. I know Bill Barnes was going to reach out to the SOTF administrator, so maybe we can get more information and we can discuss this at our May meeting.

Regards,



David A. Steinberg

Custodian of Records & Executive Assistant to the Director

San Francisco Public Works | City and County of San Francisco

City Hall, Room 348 - 1 Dr. Carlton B. Goodlett Pl. | San Francisco, CA 94102 | (415) 554-6950

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For public records requests, please go to sfpublishworks.org/records.

Heckel, Hank (MYR)

From: Steinberg, David (DPW)
Sent: Tuesday, May 14, 2019 9:57 AM
To: Steinberg, David (DPW); Doug Yakel (AIR); Vien, Veronica (DPH); Yim, Tiffany (DPH); Silva, Christine (CPC); Celaya, Caroline (MTA); Kilshaw, Rachael (POL); Blackman, Sue (LIB); Patterson, Kate (ART); Valdez, Anthony (ENV); Miree, David (HRC); Ah Nin, Derek (ASR); Christensen, Diana (ADM); Gavin, John (ECN); Madjus, Lily (DBI); Strawn, William (DBI); Zamora, Francis (DEM); Jones, Lauren (TIS); Martin, Renee (PRT); Pawlowsky, Eric (REC); Patel, Nikesh (DAT); GUZMAN, ANDREA (CAT); Repola, Linda (ADM); Gard, Susan (HRD); Flannery, Eugene (MYR); Peters, Michelle (PUC); McClain, Thomas (ETH); Buckley, Theresa (TTX); Chu, Lucy (FIR); Ionin, Jonas (CPC); Boomer, Roberta (MTA); Barnes, Bill (ADM); Tucker, John (FIR); Rudakov, Vladimir (HSA); Pang, Ken (HSA); Lin-Wilson, Tiffany (REC); Heckel, Hank (MYR); Armanino, Darlene (RET); Ng, Wilson (BOS); mpowers@famsf.org; Patino, Andres-Lopez (REC); Woo, Gloria (MYR)
Subject: Custodians meeting today

Hi all,

Looking forward to seeing everyone and having a productive discussion. One thing I'd like to add to the agenda if there's time is related to records retention and email. Our department is considering instituting some sort of automatic deletion policy and I'd like to know what experience others may have with this idea.

Thanks,

David A. Steinberg



Custodian of Records & Executive Assistant to the Director
San Francisco Public Works | City and County of San Francisco
City Hall, Room 348 - 1 Dr. Carlton B. Goodlett Pl. | San Francisco, CA 94102 | (415) 554-6950
sfpublicworks.org · twitter.com/sfpublicworks

For public records requests, please go to sfpublicworks.org/records.

Heckel, Hank (MYR)

From: Steinberg, David (DPW)
Sent: Tuesday, July 23, 2019 11:59 AM
To: Steinberg, David (DPW); Vien, Veronica (DPH); Yim, Tiffany (DPH); Silva, Christine (CPC); HSHSunshine; Celaya, Caroline (MTA); Kilshaw, Rachael (POL); Blackman, Sue (LIB); Patterson, Kate (ART); Valdez, Anthony (ENV); Miree, David (HRC); Ah Nin, Derek (ASR); Alberto, Justine Eileen (ADM); Gavin, John (ECN); Torre, Rosanne (CON); Madjus, Lily (DBI); Strawn, William (DBI); Zamora, Francis (DEM); Jones, Lauren (TIS); Quezada, Randolph (PRT); Pawlowsky, Eric (REC); Patel, Nikesh (DAT); Guzman, Andrea (CAT); Repola, Linda (ADM); Gard, Susan (HRD); Flannery, Eugene (MYR); Peters, Michelle (PUC); McClain, Thomas (ETH); Buckley, Theresa (TTX); Chu, Lucy (FIR); Ionin, Jonas (CPC); Boomer, Roberta (MTA); Barnes, Bill (ADM); Tucker, John (FIR); Rudakov, Vladimir (HSA); Pañg, Ken (HSA); Lin-Wilson, Tiffany (REC); Heckel, Hank (MYR); Ng, Wilson (BOS); mpowers@famsf.org; Armanino, Darlene (RET); Woo, Gloria (MYR); Thompson, Marianne (ECN); Doug Yakel (AIR); Patino, Andres-Lopez (REC)
Subject: SOTF & Custodians letter

Hi all,

In case you didn't listen to last week's task force audio, the issue of the letter signed by many custodians requesting a code of conduct for SOTF meetings was discussed. It starts with a report by the Rules Committee, which decided there wasn't a need for a code of conduct. The discussion that followed was interesting and the bottom line is that the task force will be inviting the custodians to attend the Aug. 7 SOTF meeting to discuss the issue.

Some interesting take-aways:

- Chairman Wolfe noted that the letter from the custodians has some gravity because of the number of signatures.
- He also pointed out that some staff (he specifically mentioned Kate's colleague from the Arts Commission) refuse to attend hearings because they feel attacked and disparaged.
- He opined that if the task force doesn't allow the custodians to speak about the issue, the task force would likely be hearing from our unions next.
- Another member pointed out that if they don't let the custodians come in and present, they would be reinforcing the bias that people feel exists.

You can listen starting at about 5:31: http://sanfrancisco.granicus.com/MediaPlayer.php?view_id=95&clip_id=33669.



David A. Steinberg

Custodian of Records & Executive Assistant to the Director

San Francisco Public Works | City and County of San Francisco

City Hall, Room 348 - 1 Dr. Carlton B. Goodlett Pl. | San Francisco, CA 94102 | (415) 554-6950

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For public records requests, please go to sfpublicworks.org/records.

Heckel, Hank (MYR)

From: Steinberg, David (DPW)
Sent: Friday, August 09, 2019 12:14 PM
To: Steinberg, David (DPW); Doug Yakel (AIR); Vien, Veronica (DPH); Yim, Tiffany (DPH); Silva, Christine (CPC); HSHSunshine; Celaya, Caroline (MTA); Kilshaw, Rachael (POL); Blackman, Sue (LIB); Patterson, Kate (ART); Valdez, Anthony (ENV); Miree, David (HRC); Ah Nin, Derek (ASR); Alberto, Justine Eileen (ADM); Gavin, John (ECN); Torre, Rosanne (CON); Madjus, Lily (DBI); Strawn, William (DBI); Zamora, Francis (DEM); Jones, Lauren (TIS); Quezada, Randolph (PRT); Pawlowsky, Eric (REC); Patel, Nikesh (DAT); Repola, Linda (ADM); Gard, Susan (HRD); Flannery, Eugene (MYR); Peters, Michelle (PUC); McClain, Thomas (ETH); Buckley, Theresa (TTX); Chu, Lucy (FIR); Ionin, Jonas (CPC); Boomer, Roberta (MTA); Barnes, Bill (ADM); Tucker, John (FIR); Rudakov, Vladimir (HSA); Pang, Ken (HSA); Lin-Wilson, Tiffany (REC); Heckel, Hank (MYR); Armanino, Darlene (RET); Ng, Wilson (BOS); mpowers@famsf.org; Patino, Andres-Lopez (REC); Woo, Gloria (MYR); Thompson, Marianne (ECN)
Subject: Custodians Working Group & SOTF

Hi all,

For those of you who weren't able to attend, the SOTF spent almost an hour discussing the letter that was signed by a number of custodians asking that the Task Force adopt a code of conduct for meetings. Five of us spoke, including one custodian who hadn't even signed the letter. The others who were there can chime in, but I'd say that most members of the Task Force were resistant to adopting any rule that would prohibit personal attacks. The matter was referred back to the Rules Committee, which plans to take the issue up at its September meeting.

Given the sentiments voiced by Task Force members, it would be a good idea to meet before the September Rules meeting to plan our response. Caroline Celaya said the MTA could host our next quarterly meeting in September.

The audio here: <https://sfgov.org/sunshine/audio-archive-full-sotf>. The discussion about our letter and adopting a code of conduct starts at about 1:13. (The separate report from the Rules Committee chair at 4:53 notes that they intend to hold a September meeting.)

Regards,

David A. Steinberg



Custodian of Records & Executive Assistant to the Director
San Francisco Public Works | City and County of San Francisco
City Hall, Room 348 - 1 Dr. Carlton B. Goodlett Pl. | San Francisco, CA 94102 | (415) 554-6950
sfpublicworks.org · twitter.com/sfpublicworks

For public records requests, please go to sfpublicworks.org/records.

EXHIBIT I

Heckel, Hank (MYR)

To: Lynch, Andy (MYR)
Subject: FW: CPRA Request: Downloaded Phone Applications & Clocked Social Media Accounts

From: Ng, Wilson (BOS) <wilson.l.ng@sfgov.org>
Sent: Thursday, June 20, 2019 8:12 AM
To: Joshua.Slowiczek@nbcuni.com
Subject: RE: CPRA Request: Downloaded Phone Applications & Clocked Social Media Accounts

Dear Josh Slowiczek (NBC Bay Area),

Thank you for your inquiry. On behalf of the Office of the Clerk of the Board, I am confirming receipt of your request.

In response to the first item, our office does not provision departmental cell phones or mobile applications to staff for City business. For inquiry regarding the use of cell phones or mobile applications by other City agencies, we advise that you please contact the San Francisco Department of Technology (DT), as they provide Information Technology support and resources to departments Citywide. DT can be contacted at dtis.helpdesk@sfgov.org. Alternatively, you may submit (redirect) a Public Records Request to DT [here](#).


In response to the second item, our office is not the custodian of record for Mayor London Breed's social media accounts, nor do we have responsive records retained during her term as a member of the Board of Supervisors. Please contact the Office of the Mayor at mayorsunshinerequests@sfgov.org, as they are the custodian of record for records pertaining to Mayor London Breed.

Sincerely,

—
Wilson L. Ng
Records and Project Manager
San Francisco Board of Supervisors

1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102

Phone: (415) 554-7725
Web: www.sfbos.org

 [Click here](#) to complete a Board of Supervisors Customer Service Satisfaction form

Disclosures: Personal information that is provided in communications to the Clerk of the Board of Supervisors is subject to disclosure under the California Public Records Act and the San Francisco Sunshine Ordinance. Personal information provided will not be redacted. Members of the public are not required to provide personal identifying information when they communicate with the Board of Supervisors and its committees. All written or oral communications that members of the public submit to the Clerk's Office regarding pending legislation or hearings will be made available to all members of the public for inspection and copying. The Clerk's Office does not redact any information from these submissions. This means that personal information—including names, phone numbers, addresses and similar information that a member of the public elects to submit to the Board and its committees—may appear on the Board of Supervisors website or in other public documents that members of the public may inspect or copy.

From: [Kittler, Sophia \(MYR\)](#)
To: [Cretan, Jeff \(MYR\)](#)
Subject: FW: Mental Health Reform in San Francisco
Date: Tuesday, June 18, 2019 12:32:13 PM
Attachments: [MentalHealthSF Letter to Board_06182019.pdf](#)

From: Kittler, Sophia (MYR)
Sent: Tuesday, June 18, 2019 11:46 AM
To: BOS-Supervisors <bos-supervisors@sfgov.org>
Cc: BOS-Legislative Aides <bos-legislative_aides@sfgov.org>
Subject: Mental Health Reform in San Francisco

Dear Supervisors,
Please see the attached letter from Mayor Breed regarding her position on Mental Health SF Ballot measure, and her work to reform mental health delivery in San Francisco.

Please do not hesitate to reach out if you have any questions.

Sophia Kittler
Mayor's Liaison to the Board of Supervisors
Office of Mayor London N. Breed
(415) 554 6153

Heckel, Hank (MYR)

From: Pereira.Tully, Marisa (MYR)
Sent: Monday, July 01, 2019 4:20 PM
To: Kittler, Sophia (MYR); Kirkpatrick, Kelly (MYR)
Cc: Busch, Laura (MYR); Patil, Lillian (MYR)
Subject: FW: Working Families Credit
Attachments: Fwd: WFC Proposal from Supervisor Brown

Hey Soph and Kelly;

Is the email from Shakirah (attached), the final programmatic guidance we should convey to HSA? With the notable changes of: 1) in HSA, 2) just change for families while studying single adults?

My draft responses in green below based on this info. Please amend as needed!

Thanks!

From: Gibbs, Emily (HSA) <emily.gibbs@sfgov.org>
Sent: Monday, July 01, 2019 4:05 PM
To: Pereira.Tully, Marisa (MYR) <marisa.pereira.tully@sfgov.org>; Busch, Laura (MYR) <laura.busch@sfgov.org>; Patil, Lillian (MYR) <lillian.patil@sfgov.org>
Cc: Chan, Justin (HSA) <Justin.Chan@sfgov.org>
Subject: Working Families Credit

Hi Marisa, Laura, and Lillian –

Wondering if any of the three of you have more detail on the thinking behind the Working Families credit expansion in the ERAF reallocation plan. Noelle has heard, via Trent via your office, that we would use the funds to: 1) do away with the once-in-a-lifetime cap on receipt of the credit and 2) also increase the amount from \$250 to \$500. [REDACTED]

Specifically, we were wondering:

- 1) Given how ERAF funds are being handled, is this all intended to be spent in FY19-20 if possible? [REDACTED]
- 2) How much flexibility do we have around implementation of the expansion? We weren't sure how much thinking there was about our ability to actually achieve both #1 and #2 within the \$2.5 M allotment or whether there is an expectation we will adjust on our end to make it fit. [REDACTED]

Staff happen to have a meeting tomorrow (Tuesday) scheduled on the WFC, so if you have ready answers, we'd love them. Happy to chat by phone if it's easier.

Thanks,

Emily

Emily Gerth Gibbs
Budget Director
Human Services Agency

4:18 



 Kanishka Karunaratne



Monday, Jul 1 • 11:45 AM



Any update on Ruby? Should we just submit her?

No update. I think you should submit. Courtney said she didn't think Ruby had reached out tho, so maybe confirm that first

Monday, Jul 1 • 1:30 PM

She had emailed his personal email last week



But she just emailed Courtney and cc'd me

Cool

Philhour, Marjan (MYR)

From: Lee, Mason (MYR)
Sent: Monday, July 01, 2019 11:59 AM
To: Lee, Mason (MYR)
Subject: Chinese Media Press Clips - Saturday, June 29, 2019 to Monday, July 01, 2019

**Chinese Media Press Clips
Saturday, June 29, 2019**

World Journal

[Mayor is determined to investigate abuse cases at Laguna Honda Hospital](#)
[600 Chinese community members held campaign event in support of London Breed!](#)
[Gold scam in San Francisco as one victim lost \\$70,000](#)

Singtao

[700 attendees praised Xian Dumpling Festival](#)
[The whole city participates in Xian Dumpling Festival](#)
[San Francisco Police Department warn the Chinese community of the Gold Scam](#)
[Laguna Honda Hospital's scandal on patient abuse](#)

KTSF

[San Francisco property tax revenue reached \\$271.0 billion, a 35% growth comparing with 3 years ago](#)
[Antique gold scam occurred in San Francisco](#)
[Abuse cases at Laguna Honda Hospital](#)

Skylink TV - N/A

China Press

[San Francisco Police plans traffic safety enforcement](#)
[San Francisco holds inaugural Pride Golf Tournament](#)

Philhour, Marjan (MYR)

Subject: Canceled: Weekly Scheduling Meeting
Location: City Hall, Room 200, Sean's Office

Start: Thu 7/11/2019 9:30 AM
End: Thu 7/11/2019 10:00 AM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: every Thursday from 9:30 AM to 10:00 AM

Meeting Status: Not yet responded

Organizer: Elsbernd, Sean (MYR)
Required Attendees: Cretan, Jeff (MYR); Philhour, Marjan (MYR); Bruss, Andrea (MYR); Mullan, Andrew (MYR); Sun, Selina (MYR)
Optional Attendees: MYR_Purge_andrew.mullan_06052019

Importance: High

Sean will be out of the office.

Please use email only. I am an anonymous user of MuckRock.com, not a MuckRock representative.

Supervisor of Records
City Hall, Room 234
1 Dr. Carlton B. Goodlett Pl.
San Francisco CA 94102
supervisor.records@SFCITYATTY.ORG
sent via email to Supervisor of Records

Your ref.
SOTF 19091

Our ref.
#76434, 79193

Date
2019-09-10

RE: SF Sunshine Ordinance petition against Office of Mayor, ref 19091/76434/79193

To the Supervisor of Records of the City and County of San Francisco:

NOTE: Every response you send or provide (including all responsive records) may be automatically and immediately visible to the general public on the MuckRock.com web service used to issue this request. (I am not a representative of MuckRock)

This is a new petition under SF Admin Code (SFAC) 67.21(d) for a written determination that records are public, regarding two sets of CPRA/Sunshine Ordinance requests made of the Mayor's Office starting July 2 and August 22. You may reference my related petition of August 26 to which you replied¹ on Sept 5, but, where relevant, those requests are explicitly made below in the context of this specific petition. Your Sept. 5 response appeared to:

- (a) implicitly deny the primary concern based on your prior responses to other petitions,
- (b) (c) dismiss two of the issues I raised as outside of your jurisdiction, and
- (d) ask me to wait for specific justifications for redactions from the Mayor.

After that, there have been numerous back and forth between your office and me, but in order to make it very clear what I want you to determine is public, I have written this petition more formally. The Mayor has not yet provided the specific justifications of (d), but the petition below is not about that part.

I have numbered the determinations that I request #1 through #14 and they are set off from the text for your convenience. I ask that you carefully consider whether *any part* of the records so far withheld from us are public. There is no mootness provision in the Sunshine Ordinance: "The supervisor of records shall inform the petitioner, as soon as possible and within 10 days, of its determination whether the record requested, or any part of the record requested, is public." (SFAC 67.21(d), emphasis mine). Even if the Mayor's Office supplements its responses after Sept. 10, I would still like, and believe I am owed under

¹https://cdn.muckrock.com/foia_files/2019/09/05/2019-09-05_Response_to_Muckrock.pdf

the law, this written determination. You are historically very clear when you deny my petitions, and I am hoping you are equally clear when you grant my petitions, even in part, when you determine that any part of a record is public.

Furthermore, if you determine that any records or parts thereof are public, you have a non-discretionary duty to immediately order their disclosure.² I do not wish to negotiate further with the Office of Mayor - please issue all appropriate orders, and provide me a copy along with the written determination. Of course, if by the time the petition is responded to, you have encouraged the Mayor to turn over supplemental disclosures, perhaps no order will be necessary. However, any purported mootness of an *order* does not also allow you to not provide your *written determination*.

Note that (in addition to the numerous other remedies available to me under SFAC 67.21(e), 67.35(a), and the CPRA) SFAC 67.35(d) also allows me to institute court proceedings "if enforcement action is not taken by a city or state official 40 days after a complaint is filed" and I believe the Supervisor of Records' failure to provide all appropriate written determinations and orders required by the Sunshine Ordinance would be such a lack of enforcement action.

Your duty to grant, even in part, petitions is crucial to your role as impartial Supervisor of Records; the next time the public wants this same class of records or part of records they should be able to avoid the months long appeals process and point to your prior determinations, which thus can help build some "case law" in these matters.

All references to "Exhibits" below means the Exhibits PDF attached to the enclosing email.

Note that the Exhibits contain a small fraction of the disclosed records in this case, and while I illustrate examples from that sample, the requested determination apply to the entire universe of responsive records which I'm sure the Mayor can turn over to you.

Public records on personal accounts; City of San Jose v Superior Court (2017)

It does not appear that records on personal accounts/devices (responsive to each of our requests in Exhibit A, parts 1D, 1E, 2G, 2H, 2I, 2J, 2K, and 2L) were disclosed. These records are plainly public under City of San Jose v Superior Court (2017). However, the Office of Mayor did not affirmatively deny the existence of such records (SFAC 67.21(c)) or indicate no responsive records existed (Gov Code 6253(c)) for each of those requests. I ask that you:

1. Determine that all records re: the public's business on personal accounts and devices responsive to the requests in Exhibit A, parts 1D, 1E, 2G, 2H, 2I, 2J, 2K, and 2L, are public records and that Office of Mayor must conduct the search and affirmatively deny the existence of any such records or provide those that do exist

City employee e-mail addresses/identifiers improperly withheld

On Exhibits pp. 26, 35, 36, 46, 49-52, and many others, the email addresses or other identifiers in the From/To/Cc are withheld, only the names are given. They are not redacted visibly; they were excluded when the records were voluntarily converted by the Office of Mayor to this format. The refusal to use a particular native format does not also justify the withholding of a portion of the record not otherwise exempt. This is the case with most withholdings discussed in this petition below as well. The actual native

²"Upon the determination by the supervisor of records that the record is public, the supervisor of records shall immediately order the custodian of the public record to comply with the person's request." (SFAC 67.21(d), emphasis mine)

entries and/or metadata would indicate this address information. While you may be familiar with e-mail addresses, sometimes emails sent within an organization do not actually use traditional e-mail addresses in the From/To/etc. and use identifiers variously from or known as Active Directory, Microsoft Exchange, LDAP/X.500 identifiers. Your IT department should be able to inform you about these.

No exemption justified the withholding of this part of the record, and Office of Mayor did not justify it in their list of justifications. City employee e-mail addresses or identifiers are not information security records. Therefore, please:

- 2. Determine that all To/From/Cc city employee e-mail address/identifier information in all emails are public parts of records.*
- 3. Determine that all Bcc city employee names and e-mail address/identifier information in all emails are public parts of records.*

Hyperlinks improperly withheld

On Exhibits pp. 26 ("Outlook for iOS"), 54 ("here"), 58 (most of the content), and others, one or more hyperlink URLs is withheld. The actual native messages and/or metadata (in this case the underlying HTML source which is in the e-mail body) would indicate this URL information. Even properly using text PDFs would have preserved this information; printing out an email and scanning it back in explicitly destroys this information. No exemption justified the withholding of this part of the record, and Office of Mayor did not justify it in their list of justifications. URLs are not information security records. Therefore, please:

- 4. Determine that all hyperlink URLs in all emails are public parts of records.*
- 5. Determine that the HTML content in all emails are public parts of records.*

Images improperly withheld

On Exhibits pp. 17, 18, 20, 21, 22, 23, and 25, and others, the inline images were improperly withheld. The actual native messages and/or metadata would include the inline images. No exemption justified the withholding of this part of the record, and Office of Mayor did not justify it in their list of justifications. Images are not information security records. Therefore, please:

- 6. Determine that all images in all emails are public parts of records.*

Attachments improperly withheld

On Exhibits p. 55 and others, attached files were improperly withheld. The actual native messages and/or metadata would include the attached files. No exemption justified the withholding of this part of the record, and Office of Mayor did not justify it in their list of justifications. Attachments are not information security records. Therefore, please:

- 7. Determine that all attachments in all emails are public parts of records.*

Color and formatting improperly withheld

On Exhibits p. 56 and others, the formatting choices of public employees in writing the email were improperly withheld. Note on pg. 56, the author explicitly states that her draft responses are in green. However by printing the emails to black and white and scanning we are deprived of this information. The actual native messages and/or metadata would include the formatting. No exemption justified the withholding

of this part of the record, and Office of Mayor did not justify it in their list of justifications. Color and formatting are not information security records. Therefore, please:

8. *Determine that all color and formatting in in all emails are public parts of records.*

Timestamp metadata improperly withheld

On Exhibits p. 59 and others, the "Sent" date is improperly withheld. The actual native entries and/or metadata would indicate this timestamp information. No exemption justified the withholding of this part of the record, and Office of Mayor did not justify it in their list of justifications. Timestamps are not information security records. Therefore, please:

9. *Determine that the timestamp/date information in all emails are public parts of records.*

Portions of chat/text messages improperly withheld

On Exhibits pp. 57, the beginning of the text/chat message was improperly withheld. It is clear that some record exists scrolled off the top of the screen. No exemption justified the withholding of this part of the record, and Office of Mayor did not justify it in their list of justifications. These parts of messages are not information security records. Therefore, please:

10. *Determine that all partially provided chat/text messages are public parts of records.*

Misc. headers improperly withheld

I understand you may object to *some* of the following headers based on security concerns, however, all others must be disclosed as a public part of a record.

I understand your office has done extensive research with your IT staff regarding the concerns on releasing metadata for our prior petitions.³

I would like an on-the-record determination for each item in #12 below; however if #12 takes longer than 10 days, please answer the rest of this petition in a timely manner. Therefore, please:

11. *Determine that the names of all e-mail headers are public parts of records.*⁴

12. *Determine that the values or some part of the values of each e-mail header below are public parts of records (you may find some or all of them are public, independently; your IT department*

³In fact Mr. Coté argued as such on behalf of your office in your reply to SOTF Complaint 19089 explaining why your responses to petitions in SOTF 19044 and 19047 took so long. "In some situations, a request may be unusually complex, in terms of legal issues or factual issues or both, or may require the requester or the responding department to follow up in order to make the issue or issues ripe for determination. This was just such a case. Evaluating whether disclosure of metadata could result in a security risk is a highly technical and specialized effort. To the best of our knowledge, this is the first time that the Mayor's Office has ever received a request that raised these specific issues, and also the first time that the Supervisor of Records has received a petition dealing with these specific issues. Understandably, it has taken time for both the Mayor's Office and the Supervisor of Records to evaluate the request and security risks. Rather than respond at the 10-day mark with *incomplete information and poorly informed analysis*, the Supervisor of Records wrote to the requester on May 21, 2019 (within 10 days of receipt of the petition) to confirm that the petition was received and under review. The Supervisor of Records also sent the requester status updates on June 7, July 1, and July 24. After completing a thorough review of the petition and underlying requests and responses related to the petition, the Supervisor of Records issued its final determination on August 26, 2019." (emphasis mine). Your office, presumably, now has complete information and well-informed analysis.

⁴ Withholding header names is analogous to withholding the *name* of a form field "Social security number" instead of just redacting the SSN itself.

should be able to explain these):

- (1) Age
- (2) Alternate-Recipient
- (3) Alternates
- (4) ARC-Authentication-Results
- (5) ARC-Message-Signature
- (6) ARC-Seal
- (7) Authentication-Results
- (8) Autoforwarded
- (9) Auto-Submitted
- (10) Autosubmitted
- (11) Bcc
- (12) Body
- (13) CalDAV-Timezones
- (14) Cc
- (15) Comments
- (16) Content-Description
- (17) Content-Duration
- (18) Content-Encoding
- (19) Content-Disposition
- (20) Content-Language
- (21) Content-MD5
- (22) Content-Type
- (23) Date
- (24) Date-Received
- (25) Deferred-Delivery
- (26) Delivery-Date
- (27) Disclose-Recipients
- (28) Distribution
- (29) DKIM-Signature
- (30) Encoding
- (31) ETag
- (32) Expires
- (33) Followup-To
- (34) Forwarded
- (35) From
- (36) Generate-Delivery-Report
- (37) Host
- (38) Importance
- (39) In-Reply-To
- (40) Keywords
- (41) Label
- (42) Language
- (43) Latest-Delivery-Time
- (44) List-Archive
- (45) List-Id
- (46) List-Owner
- (47) Location
- (48) Message-ID
- (49) Message-Type

- (50) MIME-Version
- (51) Organization
- (52) Original-From
- (53) Original-Message-ID
- (54) Original-Recipient
- (55) Original-Sender
- (56) Originator-Return-Address
- (57) Priority
- (58) Received (make a determination on each of: (a) full IP addresses, (b) (sub)networks, (c) hostnames, and (d) *timestamps of receipt*.)
- (59) Received-SPF
- (60) References
- (61) Reply-By
- (62) Reply-To
- (63) Resent-Bcc
- (64) Resent-Cc
- (65) Resent-Date
- (66) Resent-From
- (67) Resent-Message-ID
- (68) Resent-Reply-To
- (69) Resent-Sender
- (70) Resent-To
- (71) Return-Path
- (72) Sender
- (73) Subject
- (74) To
- (75) Topic
- (76) Xref
- (77) Thread-Index
- (78) Thread-Topic
- (79) X-Envelope-From
- (80) X-Envelope-To
- (81) Delivered-To
- (82) Mailing-List
- (83) Accept-Language
- (84) X-Originating-IP (make a determination on: (a) full IP addresses and (b) (sub)network)
- (85) X-MS-Has-Attach
- (86) X-MS-Exchange-Organization-SCL
- (87) X-MS-TNEF-Correlator
- (88) X-MS-Exchange-Organization-MessageDirectionality
- (89) X-MS-Exchange-Organization-AuthSource
- (90) X-MS-Exchange-Organization-AuthAs
- (91) X-MS-Exchange-Organization-AuthMechanism
- (92) X-MS-Exchange-Organization-Network-Message-Id
- (93) X-MS-PublicTrafficType
- (94) X-MS-Exchange-Organization-ExpirationStartTime
- (95) X-MS-Exchange-Organization-ExpirationStartTimeReason
- (96) X-MS-Exchange-Organization-ExpirationInterval
- (97) X-MS-Exchange-Organization-ExpirationIntervalReason
- (98) X-MS-Office365-Filtering-Correlation-Id
- (99) X-MS-Office365-Filtering-HT

- (100) X-Microsoft-Antispam
- (101) X-MS-TrafficTypeDiagnostic
- (102) X-MS-Exchange-PUrlCount
- (103) X-LD-Processed
- (104) X-MS-Oob-TLC-OOBClassifiers
- (105) X-Forefront-Antispam-Report
- (106) X-MS-Exchange-CrossTenant-OriginalArrivalTime
- (107) X-MS-Exchange-CrossTenant-FromEntityHeader
- (108) X-MS-Exchange-CrossTenant-Id
- (109) X-MS-Exchange-CrossTenant-Network-Message-Id
- (110) X-MS-Exchange-CrossTenant-MailboxType
- (111) X-MS-Exchange-CrossTenant-UserPrincipalName
- (112) X-MS-Exchange-Transport-CrossTenantHeadersStamped
- (113) X-MS-Exchange-Transport-EndToEndLatency
- (114) X-MS-Exchange-Processed-By-BccFoldering
- (115) X-Microsoft-Antispam-Mailbox-Delivery
- (116) X-Microsoft-Antispam-Message-Info

Native formats; metadata, in general

The disclosed files are mostly text PDFs and some image PDFs. I ask that you:

- 13. Determine that the native files of all emails are public records; and
- 14. Determine that the metadata in all emails is a public part of a record.

It is your responsibility to determine if "any part" of the record is public - surely there is some metadata that is non-exempt and public. Some examples will be illustrated below. Before denying #14, please explicitly consider the various examples above which illustrate why the security justifications City agencies have given do not in fact cover all metadata/headers.

Furthermore, merely because I have not identified a part of a record above does not mean it is not a public part of a record that it is *your* responsibility to identify. Most members of the public would not be able to perform a technical analysis of disclosed records, and neither they nor I should have to do so in order to force the City to follow its own laws.

Sincerely,

Anonymous

Leger, Cheryl (BOS)

From: 76434-70600365@requests.muckrock.com
Sent: Wednesday, September 4, 2019 1:25 PM
To: Heckel, Hank (MYR)
Cc: SOTF, (BOS)
Subject: RE: California Public Records Act Request #19091

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

September 4, 2019

This is a follow up to request number 19091:

RE: File 19091

Task Force and Office of Mayor,

I write in reply to the Respondent's response to my complaint 19091.

I maintain all my allegations of violations of 67.21, 67.26, 67.27, and others Gov Code sections based on the failure to provide metadata, failure to provide .msg/.eml formats, and failure to provide even text PDFs instead of image PDFs, as discussed in this complaint 19091 and previously in 19044 (for a different respondent).

The text vs image PDF issue for some reason has been avoided by Respondents here in 19091, in 19044, and in 19047.

Re: response #1, I maintain my allegation of a violation of 67.29-7 and will argue as such at committee.

Re: response #2, by the time committee hearing occurs, conditioned on receipt of records from all Senior Advisors to the Mayor (of any topic/policy), I will withdraw that specific allegation against Respondent Jue. I cannot withdraw it yet, and due to the many other issues in 19091, I do not wish to delay this complaint being heard in committee. My experience in 19044 indicates this process in total takes months anyway.

Re: response #3:

- a) I withdraw my Complaint #2 (re: SFAC 67.27) in 19091, EXCEPT the following sentence: "For example, the public employee e-mail addresses in the 'From' and 'To' of the various emails are non-exempt public information, but nearly all of them are withheld in the responsive emails, without any justification." which I maintain.
- b) I maintain my Complaint #3 (re: SFAC 67.26) in 19091. SFAC 67.26 states in relevant part " Information that is exempt from disclosure shall be masked, deleted or otherwise segregated in order that the nonexempt portion of a requested record may be released, and **keyed by footnote or other clear reference to the appropriate justification** for withholding required by section 67.27 of this article." This allows a requestor to understand the specific justification for each redaction. Respondents did not do this. They are required to do this in their response. Here is a good example from the City on how to follow 67.26: <https://sanfrancisco.nextrequest.com/documents/408808> (where the specific redaction states "Privacy").

Respondents are not permitted to give a half-valid response, and then negotiate or only provide a full response once the requestor complains. Most members of the public would just give up, and aren't going to spend the time or energy

requiring the government to follow the Sunshine Ordinance, by repeated followups, complaints, and hearings, which permits the government to not provide total transparency in most cases.

Respondents, and every government respondent, must follow the ordinance, as written, in every response, to every request. I intend to ensure that.

As an aside, I understand that the Custodian Working Group is possibly working on getting more departments to use standard response templates and to use modern automated systems to accurately redact and publish records. Anecdotally, the departments using those systems appear to give responses more in conformance with the Sunshine Ordinance than those that do not.

Sincerely,
Anonymous

Filed via MuckRock.com

E-mail (Preferred): 76434-70600365@requests.muckrock.com

Upload documents directly:

https://accounts.muckrock.com/accounts/login/?url_auth_token=AAAxJlxKbHL78P4hPis99lsuo1Y%3A1i5bqJ%3AnGHGFoTBjPBCeVOTQPJnwOO43Q&next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-76434%252F%253Femail%253Dhank.heckel%252540sfgov.org

Is this email coming to the wrong contact? Something else wrong? Use the above link to let us know.

For mailed responses, please address (see note):

MuckRock News

DEPT MR 76434

411A Highland Ave

Somerville, MA 02144-2516

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.

On Sept. 4, 2019:

Subject: Re: SOTF - Complaint Filed with the Sunshine Ordinance Task Force - File No. 19091

Dear Members of the Task Force,

The complaint referenced below by Anonymous raises largely the same issues regarding metadata as an existing dispute with the same requestor. That complaint is File No. 19044. The Office of the Mayor hereby incorporates by reference, as if fully set forth herein, its response to that complaint, which is included in File No. 19044.

For the same reasons previously set forth in its response to File No. 19044, the Office of the Mayor respectfully submits that no violation has occurred. The new complaint File No. 19091 raises some additional issues to which the Office of the Mayor responds as follows:

1. Anonymous asserts that there has been a violation of SF Admin Code Sec. 67.29-7 requiring the keeping of records "in a professional and businesslike manner" based on the very limited usage of the texting app Signal. Anonymous complains that this app permits "encrypted and automatically-expiring communications". However, the communications at issue received by Anonymous were neither encrypted nor automatically deleted as demonstrated by the fact that

Anonymous now possesses them. Some theoretical but not actually used functionality of a communications app cannot form the basis for a violation of 67.29-7 and Anonymous points to no such basis. Moreover, there is no authority cited for the proposition that 67.29-7 prohibits certain communications platforms or requires certain retention periods outside of the general orderly maintenance of documents in a manner that makes them presentable and organized.

2. Anonymous complains that the communications of "Senior Advisor to the Mayor on the Environment", Tyrone Jue, were omitted from production. Again, Anonymous received the communications in question on Signal from Sean Elsbernd which included the messages sent and received by Tyrone Jue. Tyrone Jue was not included in the larger communications audit because we understood Anonymous' request to be directed to the general "Senior Advisor to the Mayor" position, a title held only by Marjan Philhour, not Senior Advisors on certain policy areas. This is simply a misunderstanding and not an intentional withholding. If Anonymous wishes to include Mr. Jue in the request they may do so.

3. Anonymous asserts that the Office of the Mayor did not provide a basis for withholding certain metadata and redacted information. Regarding metadata and format we cited to Cal Gov Code 6253.9(a)(1) and 6253.9(f) and Anonymous discusses their objections to these grounds extensively here and in the file for complaint no. 19044. Anonymous is thus plainly aware of the basis for withholding, though disputes them. We rely on our previous arguments regarding these bases but there can be no question that Anonymous received notice of the basis for withholding. Regarding redactions for privacy, privilege and other bases, the attached files showing our initial responses to these requests show citations for various categories of withholding. If requestor seeks a key matching specific redactions and bases we are happy to cooperate in working with requestor to provide this information and make the exemptions clearer.

For these reasons and those provided in response to File No. 19044, it is our position that no violation has occurred. Regarding the practices of other departments for certain requests regarding metadata cited herein by requestor, we do not agree that certain exceptions to the practice of withholding metadata to preserve the security and integrity of the network and computers of the city justifies abandoning such safeguards in all cases.

We are glad to further work with Anonymous to fulfill other aspects of this request including providing additional custodians as specified and further explaining any withholdings.

Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

On Aug. 28, 2019:
Subject: RE: California Public Records Act Request #19091
Supervisor of Records,

This is a follow-up to my Aug. 26 petition from this email address re: the Mayor's email, text, and chat records (now labeled SOTF 19091).

Since it is your responsibility to determine whether *any portion* of the withheld record is public, I would like to draw your attention to the fact that I allege public employee email addresses in the From/To/etc. headers were improperly withheld in this case (complaint pg. 3, improperly withheld email address examples on exhibits pg. 49, 50, 51, 52, 24, 26, 36, 45, 46, and more).

Even if you determine all other metadata is being withheld properly for security reasons (which I continue to dispute), please do find in my favor regarding the public email addresses in the From, To, Cc, AND Bcc headers.

I would like to point out that your Aug. 26 denial of my May 8 petition regarding the City Attorney's email metadata did not consider whether the withholding of those email addresses was legally valid, so please do address the issue in this petition.

As a reminder:

Our complaint: https://cdn.muckrock.com/outbound_request_attachments/Anonymous_2859385/76434/SOTF-Mayor-20190826-Complaint.pdf (I allege a lot more than just the metadata issue in this case)

Exhibits: https://cdn.muckrock.com/outbound_request_attachments/Anonymous_2859385/76434/SOTF-Mayor-20190826-Exhibits.pdf

For your convenience I have also attached a spreadsheet of my various requests, petitions, and complaints so you can keep everything straight.

This email address is solely for SOTF 19091.

Thanks,
Anonymous

On Aug. 27, 2019:

Subject: RE: California Public Records Act Request #19091

Thank you. I look forward to your disclosures.

This is a follow-up Sunshine/CPRA request for WhatsApp and Instagram records which I mistakenly left out earlier. As before, "conversations" include both communications and also include any stubs/records that a conversation previously took place, but has now expired or been deleted. These requests cover the WhatsApp and Instagram mobile, web, and desktop applications.

PART 2

AA. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [WhatsApp]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

BB. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [WhatsApp], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff

5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

CC. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Instagram]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

DD. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Instagram], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

**** NOTE:** this is a public mailbox, and all of your responses (including disclosed records) may be automatically and instantly available to the general public on the MuckRock.com service used to issue this request (though I am not a MuckRock representative). ******

If a person has multiple accounts, 10 items from each are requested. For example the Mayor may have a public-facing alias and also an account she uses to do business internally- 10 from each are requested. Please do not include spam or product advertisement emails.

We remind you of your obligations to provide electronic records in any form we request them in if they are the format you hold them in OR any format that is easily-generated. If you use PDF, use properly redacted searchable or text pdfs. Please don't use image PDFs to make it harder to analyze the records.

However, if you choose to convert conversations, for example, to PDF, to easily redact them, you must ensure that you have preserved the full content of the original email record (as specified in request "A"), which contains many detailed headers beyond the generally used From/To/Subject/Sent/etc. For the chat apps, a screenshot or print-out is acceptable.

If you provide image PDFs, only give a few of the headers or lacking attachments/images, and/or improperly withhold public records that exist on private accounts/devices you may be in violation of SF Admin Code and/or CPRA, and we

may challenge your decision at the Sunshine Ordinance Task Force, Supervisor of Records, judicially, and/or via any other remedies available to us.

You must justify all withholding. Please follow SFAC 67.26 and 67.27 and identify specifically which justifications are associated with which redaction, for example, using a footnote.

Provide records in a rolling fashion. Do not wait for all records to be available.

Please provide only those copies of records available without any fees. If you determine certain records would require fees, please instead provide the required free notice of which of those records are available and non-exempt for inspection in-person if we so choose. Please use email to respond.

I look forward to your prompt disclosure,

Anonymous

On Aug. 27, 2019:

Subject: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

Dear Anonymous,

This is in response to your immediate disclosure request below received August 26 in the Office of the Mayor regarding "all instruments used to inquire of each official as to whether they possess any responsive records of our July 2, 2019 request, and all of the responses of the official or their legal representatives (including all affidavits/declarations that no responsive records exists)" in reference to your earlier July 2 request.

We are processing our response. Please note that your request is not simple, routine or otherwise readily answerable. Accordingly we are treating the request as subject to the maximum deadline of 10 days. See San Francisco Admin. Code § 67.25 (a), (b). We also reserve the right to continue our response from that date for up to 14 days pursuant to Government Code § 6253(c) and San Francisco Admin. Code § 67.25(b) due to any continuing need for consultation with other city departments.

We understand the need to continue this consultation with all practicable speed and will process your request accordingly.

If you have any questions regarding your request, please let me know.

Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

August 26, 2019

This is a follow up to a previous request:

Good Evening Mr. Heckel,

** NOTE: this is a public mailbox, and all of your responses (including disclosed records) may be automatically and instantly available to the general public on the MuckRock.com service used to issue this request (though I am not a MuckRock representative). **

I will be filing in the immediate future an SOTF complaint regarding: the lack of headers/metadata, the use of PDFs instead of .msg/.eml formats, and the use of image PDFs instead of textual PDFs, and your failure to identify with particularity specifically which laws apply to which redactions. The issues are quite similar to those you heard in your own case SOTF 19047, and in the SOTF 19044 case re: the city attorney. However, we will be emphasizing the image PDF and lack of redaction specificity issues in this new case.

In addition, this is a further immediate disclosure request for the following:

PART 3: all instruments used to inquire of each official as to whether they possess any responsive records of our July 2, 2019 request, and all of the responses of the official or their legal representatives (including all affidavits/declarations that no responsive records exists)

I understand such instruments would not have existed on the date of my original request, by definition, so I am re-requesting them now.

Since a *City of San Jose v Superior Court* (2017) search was requested for various officials' personal property, and you have indicated no responsive records existed, we believe such instruments must exist.

Thanks,
Anonymous

On Aug. 26, 2019:

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

Dear Anonymous:

I just sent the Notice to the Respondent. Mr. Heckel will respond to the complaint and more than likely show up for the hearing. Mr. Heckel will see your Complaint Form and respond.

Cheryl Leger
Assistant Clerk, Board of Supervisors
Tel: 415-554-7724

[CustomerSatisfactionIcon]<<http://www.sfbos.org/index.aspx?page=104>> Click here<<http://www.sfbos.org/index.aspx?page=104>> to complete a Board of Supervisors Customer Service Satisfaction form.

The Legislative Research Center<<http://www.sfbos.org/index.aspx?page=9681>> provides 24-hour access to Board of Supervisors legislation, and archived matters since August 1998.

Disclosures: Personal information that is provided in communications to the Board of Supervisors is subject to disclosure under the California Public Records Act and the San Francisco Sunshine Ordinance. Personal information provided will not be redacted. Members of the public are not required to provide personal identifying information when they communicate with the Board of Supervisors and its committees. All written or oral communications that members of the public submit to the Clerk's Office regarding pending legislation or hearings will be made available to all members of the public for inspection and copying. The Clerk's Office does not redact any information from these submissions. This means that personal information—including names, phone numbers, addresses and similar information that a member of the public elects to submit to the Board and its committees—may appear on the Board of Supervisors website or in other public documents that members of the public may inspect or copy.

On July 2, 2019:

Subject: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

RE: Email and Electronic Communications Audit

To Whom It May Concern:

**** NOTE: this is a public mailbox, and all of your responses (including disclosed records) may be automatically and instantly available to the general public on the MuckRock.com service used to issue this request (though I am not a MuckRock representative). ****

We request under the San Francisco Sunshine Ordinance (Ordinance) and the California Public Records Act (CPRA) the following items from the Mayor's Office.

Similar requests were recently made of the Board of Supervisors and Clerk. If a person has multiple email addresses (including but not limited to email aliases), 10 emails from each are requested. For example the Mayor may have a public-facing email alias and also an email address she uses to do business internally- 10 from each are requested. Please do not include spam or product advertisement emails.

We remind you of your obligations to provide electronic records in the original format you hold them in. Therefore, e-mails exported in the .eml or .msg format with all non-exempt headers, metadata, attachments, etc. are best. However, if you choose to convert emails, for example, to PDF or printed format, to easily redact them, you must ensure that you have preserved the full content of the original email record (as specified in request "A"), which contains many detailed headers beyond the generally used From/To/Subject/Sent/etc. For the chat apps, a screenshot or print-out is acceptable.

If you use PDF, use properly redacted searchable or text pdfs. Please don't use image PDFs to make it harder to analyze the records.

If you provide PDFs instead of original email files, only give a few of the headers or lacking attachments/images, and/or improperly withhold public records that exist on private accounts/devices you may be in violation of SF Admin Code and/or CPRA, and we may challenge your decision at the Sunshine Ordinance Task Force, Supervisor of Records, judicially, and/or via any other remedies available to us. I currently have pending petitions to the Task Force and Supervisor of Records to correct prior disclosure failures of electronic information from your and other SF agencies.

You must justify all withholding.

Provide records in a rolling fashion. Do not wait for all records to be available.

Please provide only those copies of records available without any fees. If you determine certain records would require fees, please instead provide the required free notice of which of those records are available and non-exempt for inspection in-person if we so choose. Please use email to respond.

I look forward to your prompt disclosure.

PART 1 - Email

A. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails RECEIVED BY EACH OFFICIAL government email account of

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director

6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

B. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails SENT FROM EACH OFFICIAL government email account of

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C. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails IN THE DRAFT or OUTBOX folder of EACH OFFICIAL government email account of the following. Please remember the special Sunshine exceptions to CPRA draft withholding under SF Admin Code 67.24(a).

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D. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails regarding the public's business (specifically those disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017)) SENT FROM EACH PERSONAL email account(s) of the following officials, TO/CC/BCC any sfgov.org email address. If NO such emails exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

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PART 2 - Chat/Messaging

As used below "Conversations" include but are not limited to any metadata records showing that a conversation had taken place but is now deleted (due to expiration for example).

Various types of apps are mentioned below.

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6. Policy Director
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6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
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6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
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6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

PART 3: all instruments used to inquire of each official as to whether they possess any responsive records above, and all of their responses

Sincerely,
Anonymous

Filed via MuckRock.com

E-mail (Preferred): 76434-70600365@requests.muckrock.com

Upload documents directly:

https://accounts.muckrock.com/accounts/login/?url_auth_token=AAAxJlxKbHL78P4hPis99Isuo1Y%3A1i5bqJ%3AnGHGFoTBjPBCEv0TQPJnwOO43Q&next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-76434%252F%253Femail%253Dhank.heckel%252540sfgov.org

Is this email coming to the wrong contact? Something else wrong? Use the above link to let us know.

For mailed responses, please address (see note):

MuckRock News
DEPT MR 76434
411A Highland Ave
Somerville, MA 02144-2516

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.

Leger, Cheryl (BOS)

From: 76434-70600365@requests.muckrock.com
Sent: Monday, August 26, 2019 3:25 PM
To: SOTF, (BOS)
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

August 26, 2019

This is a follow up to a previous request:

RE: 19091

Ok. I believe I have complied with B2 (bullet 2) of your complaint procedures requiring inclusion of the name of "any individual working at the agency who the request involves."

Thank you,
Anonymous

Filed via MuckRock.com

E-mail (Preferred): 76434-70600365@requests.muckrock.com

Upload documents directly:

https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-76434%252F%253Femail%253Dsotf%252540sfgov.org&url_auth_token=AAAxJlxKbHL78P4hPis99lsuo1Y%3A1i2NQH%3AqE7hOnxOCMwVq2HEa2g-KbTs098

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On Aug. 26, 2019:

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)
Hank Heckel is the Custodian of Records and Compliance Officer for the Mayor's office. He is my contact.

Cheryl Leger
Assistant Clerk, Board of Supervisors
Tel: 415-554-7724

[CustomerSatisfactionIcon]<<http://www.sfbos.org/index.aspx?page=104>> Click here<<http://www.sfbos.org/index.aspx?page=104>> to complete a Board of Supervisors Customer Service Satisfaction form.

The Legislative Research Center<<http://www.sfbos.org/index.aspx?page=9681>> provides 24-hour access to Board of Supervisors legislation, and archived matters since August 1998.

Disclosures: Personal information that is provided in communications to the Board of Supervisors is subject to disclosure under the California Public Records Act and the San Francisco Sunshine Ordinance. Personal information provided will not be redacted. Members of the public are not required to provide personal identifying information when they communicate with the Board of Supervisors and its committees. All written or oral communications that members of the public submit to the Clerk's Office regarding pending legislation or hearings will be made available to all members of the public for inspection and copying. The Clerk's Office does not redact any information from these submissions. This means that personal information—including names, phone numbers, addresses and similar information that a member of the public elects to submit to the Board and its committees—may appear on the Board of Supervisors website or in other public documents that members of the public may inspect or copy.

On Aug. 26, 2019:
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)
Ms. Leger,

Your current file for 19091 indicates the individual respondents are only Heckel and Breed.
My original complaint further includes the following individual respondents because they are referred to as the "custodians" by the Office of the Mayor's records response and because they are responsible for City of San Jose v Superior Court (2017) searches of their personal property:
Tyrone Jue (Senior Advisor), Sean Elsbernd (Chief of Staff), Andres Power (Policy Director), Andrea Bruss (Deputy Chief of Staff), Marjan Philhour (Senior Advisor), Jeff Cretan (Communications Director), Sophia Kittler (Liaison to the Board)

I would appreciate the correction.

Thank you,
Anonymous

On Aug. 26, 2019:
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)
Thank you.

Cheryl Leger
Assistant Clerk, Board of Supervisors
Tel: 415-554-7724

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On Aug. 26, 2019:

Subject: SOTF - Complaint Filed with the Sunshine Ordinance Task Force - File No. 19091

Good Afternoon:

The Office of the Mayor has been named as a Respondent in the attached complaint filed with the Sunshine Ordinance Task Force. Please respond to the following complaint/request within five business days.

The Respondent is required to submit a written response to the allegations including any and all supporting documents, recordings, electronic media, etc., to the Task Force within five (5) business days of receipt of this notice. This is your opportunity to provide a full explanation to allow the Task Force to be fully informed in considering your response prior its meeting.

Please include the following information in your response if applicable:

1. List all relevant records with descriptions that have been provided pursuant to the Complainant request.
2. Date the relevant records were provided to the Complainant.
3. Description of the method used, along with any relevant search terms used, to search for the relevant records.
4. Statement/declaration that all relevant documents have been provided, does not exist, or has been excluded.
5. Copy of the original request for records (if applicable).

Please refer to the File Number when submitting any new information and/or supporting documents pertaining to this complaint.

The Complainant alleges:

Complaint Attached.

Cheryl Leger

Assistant Clerk, Board of Supervisors

Tel: 415-554-7724

<<http://www.sfbos.org/index.aspx?page=104>> Click here<<http://www.sfbos.org/index.aspx?page=104>> to complete a Board of Supervisors Customer Service Satisfaction form.

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On Aug. 26, 2019:

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

Correct - this thread (and this email address) is associated with solely case 19091 and not a follow up to 19044 or 19047.

On July 2, 2019:

Subject: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

RE: Email and Electronic Communications Audit

To Whom It May Concern:

** NOTE: this is a public mailbox, and all of your responses (including disclosed records) may be automatically and instantly available to the general public on the MuckRock.com service used to issue this request (though I am not a MuckRock representative). **

We request under the San Francisco Sunshine Ordinance (Ordinance) and the California Public Records Act (CPRA) the following items from the Mayor's Office.

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If you provide PDFs instead of original email files, only give a few of the headers or lacking attachments/images, and/or improperly withhold public records that exist on private accounts/devices you may be in violation of SF Admin Code and/or CPRA, and we may challenge your decision at the Sunshine Ordinance Task Force, Supervisor of Records, judicially, and/or via any other remedies available to us. I currently have pending petitions to the Task Force and Supervisor of Records to correct prior disclosure failures of electronic information from your and other SF agencies.

You must justify all withholding.

Provide records in a rolling fashion. Do not wait for all records to be available.

Please provide only those copies of records available without any fees. If you determine certain records would require fees, please instead provide the required free notice of which of those records are available and non-exempt for inspection in-person if we so choose. Please use email to respond.

I look forward to your prompt disclosure.

PART 1 - Email

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8. Compliance Officer

C. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Slack]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

D. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Google Hangouts]:

1. Mayor Breed
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7. Mayor's Liaison to the Board of Supervisors
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E. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Signal]:

1. Mayor Breed
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F. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [SMS/MMS/text messages]:

1. Mayor Breed
2. Chief of Staff

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G. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Facebook Messenger], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

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7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

PART 3: all instruments used to inquire of each official as to whether they possess any responsive records above, and all of their responses

Sincerely,
Anonymous

Filed via MuckRock.com

E-mail (Preferred): 76434-70600365@requests.muckrock.com

Upload documents directly:

https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-76434%252F%253Femail%253Dsotf%252540sf.gov&url_auth_token=AAxJlxKbHL78P4hPis99lsuo1Y%3A1i2NQH%3AqE7hOnxOCMwVq2HEa2g-KbTs098

Is this email coming to the wrong contact? Something else wrong? Use the above link to let us know.

For mailed responses, please address (see note):

MuckRock News

DEPT MR 76434

411A Highland Ave

Somerville, MA 02144-2516

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.



Leger, Cheryl (BOS)

From: 76434-70600365@requests.muckrock.com
Sent: Monday, August 26, 2019 2:41 PM
To: SOTF, (BOS)
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

August 26, 2019

This is a follow up to a previous request:

Correct - this thread (and this email address) is associated with solely case 19091 and not a follow up to 19044 or 19047.

Filed via MuckRock.com

E-mail (Preferred): 76434-70600365@requests.muckrock.com

Upload documents directly:

https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-76434%252F%253Femail%253Dsotf%252540sfgov.org&url_auth_token=AAxJlxKbHL78P4hPis99lsuo1Y%3A1i2MjL%3AkWBUJm09qfOPq4zHG8eBTpt_2-c

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For mailed responses, please address (see note):

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Somerville, MA 02144-2516

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On Aug. 26, 2019:

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor); File No. 19091

Dear Anonymous:

I am in receipt of and thank you for your email and attachments. I will open a new file for this complaint. File No. 19091.

Cheryl Leger
Assistant Clerk, Board of Supervisors
Tel: 415-554-7724

[CustomerSatisfactionIcon]<<http://www.sfbos.org/index.aspx?page=104>> Click here<<http://www.sfbos.org/index.aspx?page=104>> to complete a Board of Supervisors Customer Service Satisfaction form.

The Legislative Research Center<<http://www.sfbos.org/index.aspx?page=9681>> provides 24-hour access to Board of Supervisors legislation, and archived matters since August 1998.

Disclosures: Personal information that is provided in communications to the Board of Supervisors is subject to disclosure under the California Public Records Act and the San Francisco Sunshine Ordinance. Personal information provided will not be redacted. Members of the public are not required to provide personal identifying information when they communicate with the Board of Supervisors and its committees. All written or oral communications that members of the public submit to the Clerk's Office regarding pending legislation or hearings will be made available to all members of the public for inspection and copying. The Clerk's Office does not redact any information from these submissions. This means that personal information—including names, phone numbers, addresses and similar information that a member of the public elects to submit to the Board and its committees—may appear on the Board of Supervisors website or in other public documents that members of the public may inspect or copy.

On Aug. 26, 2019:

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

Dear Anonymous:

I am in receipt of and thank you for the email and attachments below. To clarify, is a follow up to a previous request 19044 (City Attorney) or 19047 (Office of the Mayor)? Thank you.

Cheryl Leger
Assistant Clerk, Board of Supervisors
Tel: 415-554-7724

[CustomerSatisfactionIcon]<<http://www.sfbos.org/index.aspx?page=104>> Click here<<http://www.sfbos.org/index.aspx?page=104>> to complete a Board of Supervisors Customer Service Satisfaction form.

The Legislative Research Center<<http://www.sfbos.org/index.aspx?page=9681>> provides 24-hour access to Board of Supervisors legislation, and archived matters since August 1998.

Disclosures: Personal information that is provided in communications to the Board of Supervisors is subject to disclosure under the California Public Records Act and the San Francisco Sunshine Ordinance. Personal information provided will not be redacted. Members of the public are not required to provide personal identifying information when they communicate with the Board of Supervisors and its committees. All written or oral communications that members of the public submit to the Clerk's Office regarding pending legislation or hearings will be made available to all members of the public for inspection and copying. The Clerk's Office does not redact any information from these submissions. This means that personal information—including names, phone numbers, addresses and similar information that a member of the public elects to submit to the Board and its committees—may appear on the Board of Supervisors website or in other public documents that members of the public may inspect or copy.

On Aug. 26, 2019:

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

Good afternoon Supervisor of Records,

This is a new petition under SFAC 67.21(d).

This petition is regarding, inter alia, the Office of Mayor's:

- (a) failure to provide various email in .msg format and with headers,
- (b) use of personal and/or secret communications technologies to discuss the people's business and therefore failing to preserve correspondence in a "professional and businesslike" manner (67.29-7).
- (c) use of scanned PDFs instead of text PDFs, and
- (d) lack of specificity re: redaction justification.

This overlaps partially with SOTF 19044 v. the City Attorney's office, which you have already responded to, but there are new issues not covered in 19044.

I believe your Aug. 26, 2019 response to my 19044 May 8 petition already reflects your office's position regarding (a), however it does not cover (b), (c), and (d).

My petition incorporates all of the allegations in the following documents:

SOTF complaint: https://cdn.muckrock.com/outbound_request_attachments/Anonymous_2859385/76434/SOTF-Mayor-20190826-Complaint.pdf

Exhibits: https://cdn.muckrock.com/outbound_request_attachments/Anonymous_2859385/76434/SOTF-Mayor-20190826-Exhibits.pdf

I look forward to your response within 10 days.

Sincerely,
Anonymous

On Aug. 26, 2019:

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

Office of Mayor,

Linked below is a new SOTF complaint and exhibits thereto against the Office of Mayor, et al. sent to the SOTF earlier today.

Complaints: https://cdn.muckrock.com/outbound_request_attachments/Anonymous_2859385/76434/SOTF-Mayor-20190826-Complaint.pdf

Exhibits: https://cdn.muckrock.com/outbound_request_attachments/Anonymous_2859385/76434/SOTF-Mayor-20190826-Exhibits.pdf

This complaint is regarding, inter alia, the Office of Mayor's:

- failure to provide various email in .msg format and with headers,
- use of personal and/or secret communications technologies to discuss the people's business,
- use of scanned PDFs instead of text PDFs, and
- lack of specificity re: redaction justification.

This is similar to 19044 v. the City Attorney's office, but there are new issues not covered in 19044.

Alleged Violations: 67.21, 67.26, 67.27, 67.29-7

** NOTE: this is a public mailbox, and all of your responses (including disclosed records) may be automatically and instantly available to the general public on the MuckRock.com service used to issue this request (though I am not a MuckRock representative). **

Sincerely,
Anonymous

On Aug. 26, 2019:
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)
Good morning SOTF,

Attached is a new complaint and exhibits thereto against the Office of Mayor, et al. Please order the exhibits after the complaint in the file for clarity.

I will fill out your Google Form as well. I would appreciate a confirmation of your receipt of this email due to the file attachment size possibly causing technical issues.

Note: This complaint is re: the Office of Mayor's failure to provide various email in .msg format and with headers, their use of personal and/or secret communications technologies to discuss the people's business, and their use of scanned PDFs instead of text PDFs. This is similar to 19044 v. the City Attorney's office, but there are new issues not covered in 19044.

Complainant Name: (Anonymous - use email 76434-70600365@requests.muckrock.com) Date of Request: July 2, 2019 and August 22, 2019

Alleged Violations: 67.21, 67.26, 67.27, 67.29-7

Complaint Against Employees (listed by official capacity): London N. Breed (Mayor), Hank Heckel (Compliance Officer), Tyrone Jue (Senior Advisor), Sean Elsbernd (Chief of Staff), Andres Power (Policy Director), Andrea Bruss (Deputy Chief of Staff), Marjan Philhour (Senior Advisor), Jeff Cretan (Communications Director), Sophia Kittler (Liaison to the Board)

Complaint Against Agency: Office of Mayor

** NOTE: this is a public mailbox, and all of your responses (including disclosed records) may be automatically and instantly available to the general public on the MuckRock.com service used to issue this request (though I am not a MuckRock representative). **

Sincerely,
Anonymous (76434-70600365@requests.muckrock.com)

On July 2, 2019:
Subject: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)
RE: Email and Electronic Communications Audit

To Whom It May Concern:

** NOTE: this is a public mailbox, and all of your responses (including disclosed records) may be automatically and instantly available to the general public on the MuckRock.com service used to issue this request (though I am not a MuckRock representative). **

We request under the San Francisco Sunshine Ordinance (Ordinance) and the California Public Records Act (CPRA) the following items from the Mayor's Office.

Similar requests were recently made of the Board of Supervisors and Clerk. If a person has multiple email addresses (including but not limited to email aliases), 10 emails from each are requested. For example the Mayor may have a public-facing email alias and also an email address she uses to do business internally- 10 from each are requested. Please do not include spam or product advertisement emails.

We remind you of your obligations to provide electronic records in the original format you hold them in. Therefore, e-mails exported in the .eml or .msg format with all non-exempt headers, metadata, attachments, etc. are best. However, if you choose to convert emails, for example, to PDF or printed format, to easily redact them, you must ensure that you have preserved the full content of the original email record (as specified in request "A"), which contains many detailed headers beyond the generally used From/To/Subject/Sent/etc. For the chat apps, a screenshot or print-out is acceptable.

If you use PDF, use properly redacted searchable or text pdfs. Please don't use image PDFs to make it harder to analyze the records.

If you provide PDFs instead of original email files, only give a few of the headers or lacking attachments/images, and/or improperly withhold public records that exist on private accounts/devices you may be in violation of SF Admin Code and/or CPRA, and we may challenge your decision at the Sunshine Ordinance Task Force, Supervisor of Records, judicially, and/or via any other remedies available to us. I currently have pending petitions to the Task Force and Supervisor of Records to correct prior disclosure failures of electronic information from your and other SF agencies.

You must justify all withholding.

Provide records in a rolling fashion. Do not wait for all records to be available.

Please provide only those copies of records available without any fees. If you determine certain records would require fees, please instead provide the required free notice of which of those records are available and non-exempt for inspection in-person if we so choose. Please use email to respond.

I look forward to your prompt disclosure.

PART 1 - Email

A. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails RECEIVED BY EACH OFFICIAL government email account of

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

B. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails SENT FROM EACH OFFICIAL government email account of

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'

4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

C. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails IN THE DRAFT or OUTBOX folder of EACH OFFICIAL government email account of the following. Please remember the special Sunshine exceptions to CPRA draft withholding under SF Admin Code 67.24(a).

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

D. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails regarding the public's business (specifically those disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017)) SENT FROM EACH PERSONAL email account(s) of the following officials, TO/CC/BCC any sfgov.org email address. If NO such emails exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
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E. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails regarding the public's business (specifically those disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017)) RECEIVED BY EACH PERSONAL email account(s) of the following officials, FROM any sfgov.org email address. If NO such emails exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

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PART 2 - Chat/Messaging

As used below "Conversations" include but are not limited to any metadata records showing that a conversation had taken place but is now deleted (due to expiration for example).

Various types of apps are mentioned below.

A. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Facebook Messenger]:

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7. Mayor's Liaison to the Board of Supervisors
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B. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Telegram]:

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7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

K. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Signal], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director

7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

L.an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [text/SMS/MMS messaging], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

PART 3: all instruments used to inquire of each official as to whether they possess any responsive records above, and all of their responses

Sincerely,
Anonymous

Filed via MuckRock.com

E-mail (Preferred): 76434-70600365@requests.muckrock.com

Upload documents directly:

https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-76434%252F%253Femail%253Dsotf%252540sfgov.org&url_auth_token=AAxJlxKbHL78P4hPis99lsuo1Y%3A1i2MjL%3AkWBuJm09qfOPq4zHG8eBTpt_2-c

Is this email coming to the wrong contact? Something else wrong? Use the above link to let us know.

For mailed responses, please address (see note):

MuckRock News
DEPT MR 76434
411A Highland Ave
Somerville, MA 02144-2516

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.



Leger, Cheryl (BOS)

From: 76434-70600365@requests.muckrock.com
Sent: Monday, August 26, 2019 10:09 AM
To: SOTF, (BOS)
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)
Attachments: SOTF-Mayor-20190826-Complaint.pdf; SOTF-Mayor-20190826-Exhibits.pdf

August 26, 2019

This is a follow up to a previous request:

Good morning SOTF,

Attached is a new complaint and exhibits thereto against the Office of Mayor, et al. Please order the exhibits after the complaint in the file for clarity.

I will fill out your Google Form as well. I would appreciate a confirmation of your receipt of this email due to the file attachment size possibly causing technical issues.

Note: This complaint is re: the Office of Mayor's failure to provide various email in .msg format and with headers, their use of personal and/or secret communications technologies to discuss the people's business, and their use of scanned PDFs instead of text PDFs. This is similar to 19044 v. the City Attorney's office, but there are new issues not covered in 19044.

Complainant Name: (Anonymous - use email 76434-70600365@requests.muckrock.com) Date of Request: July 2, 2019 and August 22, 2019

Alleged Violations: 67.21, 67.26, 67.27, 67.29-7

Complaint Against Employees (listed by official capacity): London N. Breed (Mayor), Hank Heckel (Compliance Officer), Tyrone Jue (Senior Advisor), Sean Elsbernd (Chief of Staff), Andres Power (Policy Director), Andrea Bruss (Deputy Chief of Staff), Marjan Philhour (Senior Advisor), Jeff Cretan (Communications Director), Sophia Kittler (Liaison to the Board)

Complaint Against Agency: Office of Mayor

**** NOTE: this is a public mailbox, and all of your responses (including disclosed records) may be automatically and instantly available to the general public on the MuckRock.com service used to issue this request (though I am not a MuckRock representative). ****

Sincerely,
Anonymous (76434-70600365@requests.muckrock.com)

Filed via MuckRock.com

E-mail (Preferred): 76434-70600365@requests.muckrock.com

Upload documents directly:

https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-

76434%252F%253Femail%253Dsotf%252540sfgov.org&url_auth_token=AAAxJlxKbHL78P4hPis99lsuo1Y%3A1i2ITz%3A_xO9VrpGcnZmAt3hCgEa7IDWyug

Is this email coming to the wrong contact? Something else wrong? Use the above link to let us know.

For mailed responses, please address (see note):

MuckRock News
DEPT MR 76434
411A Highland Ave
Somerville, MA 02144-2516

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.

On Aug. 26, 2019:

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)
Good Evening Mr. Heckel,

** NOTE: this is a public mailbox, and all of your responses (including disclosed records) may be automatically and instantly available to the general public on the MuckRock.com service used to issue this request (though I am not a MuckRock representative). **

I will be filing in the immediate future an SOTF complaint regarding: the lack of headers/metadata, the use of PDFs instead of .msg/.eml formats, and the use of image PDFs instead of textual PDFs, and your failure to identify with particularity specifically which laws apply to which redactions. The issues are quite similar to those you heard in your own case SOTF 19047, and in the SOTF 19044 case re: the city attorney. However, we will be emphasizing the image PDF and lack of redaction specificity issues in this new case.

In addition, this is a further immediate disclosure request for the following:

PART 3: all instruments used to inquire of each official as to whether they possess any responsive records of our July 2, 2019 request, and all of the responses of the official or their legal representatives (including all affidavits/declarations that no responsive records exists)

I understand such instruments would not have existed on the date of my original request, by definition, so I am re-requesting them now.

Since a City of San Jose v Superior Court (2017) search was requested for various officials' personal property, and you have indicated no responsive records existed, we believe such instruments must exist.

Thanks,
Anonymous

On July 29, 2019:

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)
VIA ELECTRONIC MAIL

Requestor: Anonymous
76434-70600365@requests.muckrock.com<mailto:76434-70600365@requests.muckrock.com>

July 29, 2019

Re: Amended and Supplemental Response to Public Records Request Received July 2, 2019

Dear Anonymous:

This amends and supplements our July 26, 2019 response to your Public Records Request, attached, entitled Email and Electronic Communications Audit, received by the Office of the Mayor on July 2, 2019. We previously invoked an extension of time to continue our response under Government Code § 6253(c) and San Francisco Admin. Code § 67.25(b) for up to 14 days from the original due date because of the need for consultation with other city departments and the potential volume of requested materials. We then responded and provided responsive documents on July 26, 2019.

Amended and Supplemental Response Dated July 29, 2019

We have completed our search and consultation and are attaching herewith responsive records located in the possession of the Office of the Mayor. The documents have been provided in multiple emails due to file size. Please note that responsive emails from official city email accounts have been provided for all of the requested custodians. Additionally, responsive text messages from personal devices pertaining to city business have been provided for Communications Director Jeff Cretan, Liaison to the Board of Supervisors Sophia Kittler and Compliance Officer Hank Heckel. No such responsive texts were located for the other requested custodians. Existing messages received using Signal pertaining to city business have been provided for Chief of Staff, Sean Elsbernd. These communications are provided herewith as a supplemental production. No responsive communications in the other electronic media named were located for the requested custodians.

The responsive documents have been provided in a PDF format for its ease of transferability and accessibility, consistent with Cal. Gov. Code 6253.9(a)(1). Metadata from any native format has not been provided to avoid risks to the security and integrity of the city's data system and avoid the release of exempt confidential or privileged information. Pursuant to Cal. Gov. Code 6253.9 (f), an agency is not required to provide an electronic record in an electronic format that would jeopardize or compromise the security or integrity of the original record or its data system. The PDF format ensures the security and integrity of the original record.

Please note that certain documents have been withheld on the basis of the attorney-client privilege and/or the attorney work product doctrine. Gov't Code § 6254(k); Evid. Code § 954; Code of Civ. Proc. § 2018.030; Gov't Code § 6276.04; Admin. Code § 67.21(k).

Please note that certain personal information such as private email addresses, phone numbers and personal addresses has been redacted to avoid an unwarranted breach of personal privacy. See Cal. Govt. Code Secs. 6254(c), 6254(k); California Constitution, Art. I, Sec. 1.

Please note that certain information has been redacted on the basis of the attorney-client privilege. Gov't Code § 6254(k); Evidence Code § 954; Admin. Code § 67.21(k).

Please also note that certain call-in information has been redacted pursuant to the official information privilege. See Cal. Evid. Code Sec. 1040(b)(2).

Please note that certain identifying information has been redacted to protect the identity of certain individuals involved in ongoing hiring processes. See Cal. Govt. Code Secs. 6254(c), Admin. Code § 67.24(c).

Please note that we are responding only on behalf of the Office of the Mayor and not on behalf of other City Departments. If you have any questions about your request or would like to submit another public records request,

please feel free to contact us at mayorsunshinerequests@sfgov.org.

Best Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

On July 27, 2019:

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

Dear Anonymous,

Please note that in addition to the redactions noted below, the attached files also contain redactions of information that is exempt because it constitutes draft recommendations of the author (Admin. Code § 67.25(a), (e)). Please note that these files also contain redactions of personal communications in text screenshots that do not relate to city business and are therefore exempt from disclosure due to personal privacy interests (California Constitution, Art. I, Sec. 1).

Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

On July 27, 2019:

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

Dear Anonymous,

Please note that in addition to the redactions noted below, the attached files also contain redactions of information withheld due to a law enforcement investigation exemption (Cal Gov. Code 6254(f)); informer identity protections (Cal. Evidence Code 1040) and/or due to personal privacy interests (California Constitution, Art. I, Sec. 1).

Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

On July 27, 2019:

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

From: Heckel, Hank (MYR)

Sent: Friday, July 26, 2019 10:11 PM

To: MayorSunshineRequests, MYR (MYR) <mayorsunshinerequests@sfgov.org>; 76434-70600365@requests.muckrock.com

Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

From: Heckel, Hank (MYR)

Sent: Friday, July 26, 2019 10:06 PM

To: MayorSunshineRequests, MYR (MYR)

<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>; '76434-70600365@requests.muckrock.com' <76434-70600365@requests.muckrock.com<mailto:76434-70600365@requests.muckrock.com>>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

From: Heckel, Hank (MYR)
Sent: Friday, July 26, 2019 10:00 PM
To: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>; 76434-70600365@requests.muckrock.com<mailto:76434-70600365@requests.muckrock.com>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

From: Heckel, Hank (MYR)
Sent: Friday, July 26, 2019 9:32 PM
To: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>; 76434-70600365@requests.muckrock.com<mailto:76434-70600365@requests.muckrock.com>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

From: Heckel, Hank (MYR)
Sent: Friday, July 26, 2019 9:19 PM
To: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>; 76434-70600365@requests.muckrock.com<mailto:76434-70600365@requests.muckrock.com>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

From: Heckel, Hank (MYR)
Sent: Friday, July 26, 2019 9:17 PM
To: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>; '76434-70600365@requests.muckrock.com' <76434-70600365@requests.muckrock.com<mailto:76434-70600365@requests.muckrock.com>>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

Dear Anonymous,

Please see the additional responsive records. Please note that in addition to the redactions noted below regarding privilege, personal privacy, official information dial-in numbers and codes, and open personnel decisions, these files contain redactions of information that is exempt from disclosure because it relates to ongoing negotiations regarding real estate and/or constitutes draft recommendations of the author. See Admin. Code § 67.25(a), (e).

Additional responsive documents will follow in separate emails due to file size.

Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

From: MayorSunshineRequests, MYR (MYR)
Sent: Friday, July 26, 2019 8:54 PM

To: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>; 76434-70600365@requests.muckrock.com<mailto:76434-70600365@requests.muckrock.com>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

From: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>
Sent: Friday, July 26, 2019 8:53 PM
To: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>; 76434-70600365@requests.muckrock.com<mailto:76434-70600365@requests.muckrock.com>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

From: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>
Sent: Friday, July 26, 2019 7:05 PM
To: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>; 76434-70600365@requests.muckrock.com<mailto:76434-70600365@requests.muckrock.com>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

VIA ELECTRONIC MAIL

Requestor: Anonymous
76434-70600365@requests.muckrock.com<mailto:76434-70600365@requests.muckrock.com>

July 26, 2019

Re: Public Records Request Received July 2 2019

Dear Anonymous:

This further responds to your request attached, entitled Email and Electronic Communications Audit, received by the Office of the Mayor on July 2, 2019. We previously invoked an extension of time to continue our response under Government Code § 6253(c) and San Francisco Admin. Code § 67.25(b) for up to 14 days from the original due date because of the need for consultation with other city departments and the potential volume of requested materials.

Response Dated July 26, 2019

We have completed our search and consultation and are attaching herewith responsive records located in the possession of the Office of the Mayor. The documents are provided in multiple emails due to file size. Please note that responsive emails from official city email accounts are provided for all of the requested custodians. Additionally, responsive text messages from personal devices pertaining to city business have been provided for Communications Director Jeff Cretan, Liaison to the Board of Supervisors Sophia Kittler and Compliance Officer Hank Heckel. No such responsive texts were located for the other requested custodians. Further, no responsive communications in the other electronic media named were located for the requested custodians.

The responsive documents have been provided in a PDF format for its ease of transferability and accessibility, consistent with Cal. Gov. Code 6253.9(a)(1). Metadata from any native format has not been provided to avoid risks to the security and integrity of the city's data system and avoid the release of exempt confidential or privileged information. Pursuant to Cal. Gov. Code 6253.9 (f), an agency is not required to provide an electronic record in an electronic format that would

jeopardize or compromise the security or integrity of the original record or its data system. The PDF format ensures the security and integrity of the original record.

Please note that certain documents have been withheld on the basis of the attorney-client privilege and/or the attorney work product doctrine. Gov't Code § 6254(k); Evid. Code § 954; Code of Civ. Proc. § 2018.030; Gov't Code § 6276.04; Admin. Code § 67.21(k).

Please note that certain personal information such as private email addresses, phone numbers and personal addresses has been redacted to avoid an unwarranted breach of personal privacy. See Cal. Govt. Code Secs. 6254(c), 6254(k); California Constitution, Art. I, Sec. 1.

Please note that certain information has been redacted on the basis of the attorney-client privilege. Gov't Code § 6254(k); Evidence Code § 954; Admin. Code § 67.21(k).

Please also note that certain call-in information has been redacted pursuant to the official information privilege. See Cal. Evid. Code Sec. 1040(b)(2).

Please note that certain identifying information has been redacted to protect the identity of certain individuals involved in ongoing hiring processes. See Cal. Govt. Code Secs. 6254(c), Admin. Code § 67.24(c).

Please note that we are responding only on behalf of the Office of the Mayor and not on behalf of other City Departments. If you have any questions about your request or would like to submit another public records request, please feel free to contact us at mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>.

Best Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

From: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>
Sent: Friday, July 12, 2019 3:54 PM
To: 76434-70600365@requests.muckrock.com<mailto:76434-70600365@requests.muckrock.com>;
MayorSunshineRequests, MYR (MYR) <mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

Dear Requestor,

This is in response to your request below received by the Office of the Mayor on July 2, 2019. We are processing our response to your inquiry. Please note that we are invoking an extension of time to continue our response under Government Code § 6253(c) and San Francisco Admin. Code § 67.25(b) for up to 14 days from the original due date because of the need for consultation with other city departments and the potential volume of requested materials.

We understand our obligation to conduct this consultation with all practicable speed and anticipate completing our production of any responsive documents no later than July 26, 2019.

If you have any questions about your request please let us know.

Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

From: 76434-70600365@requests.muckrock.com<mailto:76434-70600365@requests.muckrock.com> <76434-70600365@requests.muckrock.com<mailto:76434-70600365@requests.muckrock.com>>
Sent: Friday, July 12, 2019 2:01 AM
To: MayorSunshineRequests, MYR (MYR)
<mayorsunshinerequests@sfgov.org<mailto:mayorsunshinerequests@sfgov.org>>
Subject: RE: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

July 12, 2019

This is a follow up to a previous request:

To Whom It May Concern:

I wanted to follow up on the following California Public Records Act request, copied below, and originally submitted on July 2, 2019. Please let me know when I can expect to receive a response.

Thanks for your help, and let me know if further clarification is needed.

Filed via MuckRock.com

E-mail (Preferred): 76434-70600365@requests.muckrock.com<mailto:76434-70600365@requests.muckrock.com>

Upload documents directly:

https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-76434%252F%253Femail%253Dmayorsunshinerequests%252540sfgov.org&url_auth_token=AAAXJlxKbHL78P4hPis99lsu01Y%3A1h1rQ8%3A5YfOmKj4HBhldPSV3I5DcZr9f54

Is this email coming to the wrong contact? Something else wrong? Use the above link to let us know.

For mailed responses, please address (see note):

MuckRock News
DEPT MR 76434
411A Highland Ave
Somerville, MA 02144-2516

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.

On July 2, 2019:

Subject: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)
RE: Email and Electronic Communications Audit

To Whom It May Concern:

**** NOTE: this is a public mailbox, and all of your responses (including disclosed records) may be automatically and instantly available to the general public on the MuckRock.com service used to issue this request (though I am not a MuckRock representative). ****

We request under the San Francisco Sunshine Ordinance (Ordinance) and the California Public Records Act (CPRA) the following items from the Mayor's Office.

Similar requests were recently made of the Board of Supervisors and Clerk. If a person has multiple email addresses (including but not limited to email aliases), 10 emails from each are requested. For example the Mayor may have a public-facing email alias and also an email address she uses to do business internally- 10 from each are requested. Please do not include spam or product advertisement emails.

We remind you of your obligations to provide electronic records in the original format you hold them in. Therefore, e-mails exported in the .eml or .msg format with all non-exempt headers, metadata, attachments, etc. are best. However, if you choose to convert emails, for example, to PDF or printed format, to easily redact them, you must ensure that you have preserved the full content of the original email record (as specified in request "A"), which contains many detailed headers beyond the generally used From/To/Subject/Sent/etc. For the chat apps, a screenshot or print-out is acceptable.

If you use PDF, use properly redacted searchable or text pdfs. Please don't use image PDFs to make it harder to analyze the records.

If you provide PDFs instead of original email files, only give a few of the headers or lacking attachments/images, and/or improperly withhold public records that exist on private accounts/devices you may be in violation of SF Admin Code and/or CPRA, and we may challenge your decision at the Sunshine Ordinance Task Force, Supervisor of Records, judicially, and/or via any other remedies available to us. I currently have pending petitions to the Task Force and Supervisor of Records to correct prior disclosure failures of electronic information from your and other SF agencies.

You must justify all withholding.

Provide records in a rolling fashion. Do not wait for all records to be available.

Please provide only those copies of records available without any fees. If you determine certain records would require fees, please instead provide the required free notice of which of those records are available and non-exempt for inspection in-person if we so choose. Please use email to respond.

I look forward to your prompt disclosure.

PART 1 - Email

A. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails RECEIVED BY EACH OFFICIAL government email account of

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

B. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails SENT FROM EACH OFFICIAL government email account of

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

C. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails IN THE DRAFT or OUTBOX folder of EACH OFFICIAL government email account of the following. Please remember the special Sunshine exceptions to CPRA draft withholding under SF Admin Code 67.24(a).

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

D. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails regarding the public's business (specifically those disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017)) SENT FROM EACH PERSONAL email account(s) of the following officials, TO/CC/BCC any sfgov.org email address. If NO such emails exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

E. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails regarding the public's business (specifically those disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017)) RECEIVED BY EACH PERSONAL email account(s) of the following officials, FROM any sfgov.org email address. If NO such emails exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director

7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

PART 2 - Chat/Messaging

As used below "Conversations" include but are not limited to any metadata records showing that a conversation had taken place but is now deleted (due to expiration for example).

Various types of apps are mentioned below.

A. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Facebook Messenger]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

B. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Telegram]:

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6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

PART 3: all instruments used to inquire of each official as to whether they possess any responsive records above, and all of their responses

Sincerely,
Anonymous

Filed via MuckRock.com

E-mail (Preferred): 76434-70600365@requests.muckrock.com<mailto:76434-70600365@requests.muckrock.com>

Upload documents directly:

[https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-](https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-76434%252F%253Femail%253Dmayorsunshinerequests%252540sfgov.org&url_auth_token=AAAxJlxKbHL78P4hPis99lsu)

[76434%252F%253Femail%253Dmayorsunshinerequests%252540sfgov.org&url_auth_token=AAAxJlxKbHL78P4hPis99lsu](https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-76434%252F%253Femail%253Dmayorsunshinerequests%252540sfgov.org&url_auth_token=AAAxJlxKbHL78P4hPis99lsu)

o1Y%3A1hRQ8%3A5YfOmKj4HBhldPSV3I5DcZr9f54

Is this email coming to the wrong contact? Something else wrong? Use the above link to let us know.

For mailed responses, please address (see note):

MuckRock News

DEPT MR 76434

411A Highland Ave

Somerville, MA 02144-2516

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.

[http://email.requests.muckrock.com/o/eJw1zUEOgyAQAMDXICNZLAvugUMT4zcadRclFkmhNunv20s_MMMB0akUOjAE3nRAAAja6HEYPQ3BBxhcJYuFqo8T2mvpvO57LUsu15KVlu4Es8sPPuIYmJ05GJkOxmaRbj3nZI8pcc9cSCyPYKqIU-fUtt5tC0d8nd_RYtreetS1y_4iC-s]

On July 2, 2019:

Subject: California Public Records Act Request: Email and Electronic Communications Audit (SF Mayor)

RE: Email and Electronic Communications Audit

To Whom It May Concern:

**** NOTE: this is a public mailbox, and all of your responses (including disclosed records) may be automatically and instantly available to the general public on the MuckRock.com service used to issue this request (though I am not a MuckRock representative). ****

We request under the San Francisco Sunshine Ordinance (Ordinance) and the California Public Records Act (CPRA) the following items from the Mayor's Office.

Similar requests were recently made of the Board of Supervisors and Clerk. If a person has multiple email addresses (including but not limited to email aliases), 10 emails from each are requested. For example the Mayor may have a public-facing email alias and also an email address she uses to do business internally- 10 from each are requested. Please do not include spam or product advertisement emails.

We remind you of your obligations to provide electronic records in the original format you hold them in. Therefore, e-mails exported in the .eml or .msg format with all non-exempt headers, metadata, attachments, etc. are best. However, if you choose to convert emails, for example, to PDF or printed format, to easily redact them, you must ensure that you have preserved the full content of the original email record (as specified in request "A"), which contains many detailed headers beyond the generally used From/To/Subject/Sent/etc. For the chat apps, a screenshot or print-out is acceptable.

If you use PDF, use properly redacted searchable or text pdfs. Please don't use image PDFs to make it harder to analyze the records.

If you provide PDFs instead of original email files, only give a few of the headers or lacking attachments/images, and/or improperly withhold public records that exist on private accounts/devices you may be in violation of SF Admin Code and/or CPRA, and we may challenge your decision at the Sunshine Ordinance Task Force, Supervisor of Records, judicially, and/or via any other remedies available to us. I currently have pending petitions to the Task Force and Supervisor of Records to correct prior disclosure failures of electronic information from your and other SF agencies.

You must justify all withholding.

Provide records in a rolling fashion. Do not wait for all records to be available.

Please provide only those copies of records available without any fees. If you determine certain records would require fees, please instead provide the required free notice of which of those records are available and non-exempt for inspection in-person if we so choose. Please use email to respond.

I look forward to your prompt disclosure.

PART 1 - Email

A. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails RECEIVED BY EACH OFFICIAL government email account of

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'

4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

B. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails SENT FROM EACH OFFICIAL government email account of

1. Mayor Breed
2. Chief of Staff
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4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

C. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails IN THE DRAFT or OUTBOX folder of EACH OFFICIAL government email account of the following. Please remember the special Sunshine exceptions to CPRA draft withholding under SF Admin Code 67.24(a).

1. Mayor Breed
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D. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails regarding the public's business (specifically those disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017)) SENT FROM EACH PERSONAL email account(s) of the following officials, TO/CC/BCC any sfgov.org email address. If NO such emails exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

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8. Compliance Officer

PART 2 - Chat/Messaging

As used below "Conversations" include but are not limited to any metadata records showing that a conversation had taken place but is now deleted (due to expiration for example).

Various types of apps are mentioned below.

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8. Compliance Officer

PART 3: all instruments used to inquire of each official as to whether they possess any responsive records above, and all of their responses

Sincerely,
Anonymous

Filed via MuckRock.com

E-mail (Preferred): 76434-70600365@requests.muckrock.com

Upload documents directly:

https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Foffice-of-the-mayor-3891%252Femail-and-electronic-communications-audit-sf-mayor-76434%252F%252Femail%252Dsotf%252540sf.gov.org&url_auth_token=AAAxJlxKbHL78P4hPis99lsuo1Y%3A1i2ITz%3AxO9VrpGcnZmAt3hCgEa7IDWyug

Is this email coming to the wrong contact? Something else wrong? Use the above link to let us know.

For mailed responses, please address (see note):

MuckRock News

DEPT MR 76434

411A Highland Ave

Somerville, MA 02144-2516

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Please use email only. I am an anonymous user of MuckRock.com, not a MuckRock representative.

SUNSHINE ORDINANCE TASK FORCE

Room 244 - Tel. (415) 554-7724; Fax (415) 554-7854

1 Dr. Carlton B. Goodlett Place

San Francisco CA 94102

cc: Office of the Mayor (mayorsunshinerequests@sfgov.org)

sent via email and web-form to Task Force, email to Office of Mayor

Our ref.
#76434

Date
2019-08-26

RE: SF Sunshine Ordinance Complaint against Office of Mayor, ref 76434

To Whom It May Concern:

NOTE: Every response you send or provide (including all responsive records) may be automatically and immediately visible to the general public on the MuckRock.com web service used to issue this request. (I am not a representative of MuckRock)

A. METADATA:

Complainant Name: (Anonymous - use email 76434-70600365@requests.muckrock.com)

Date of Request: July 2, 2019 and August 22, 2019

Alleged Violations: 67.21, 67.26, 67.27, 67.29-7

Complaint Against Employees (listed by official capacity): London N. Breed (Mayor), Hank Heckel (Compliance Officer), Tyrone Jue (Senior Advisor), Sean Elsbernd (Chief of Staff), Andres Power (Policy Director), Andrea Bruss (Deputy Chief of Staff), Marjan Philhour (Senior Advisor), Jeff Cretan (Communications Director), Sophia Kittler (Liaison to the Board)

Complaint Against Agency: Office of Mayor

Responsive records received are too voluminous to include in this complaint - we request the respondent provide them in their required response to the SOTF.

B. NARRATIVE:

On July 2, 2019 we sent a San Francisco Sunshine Ordinance (Ordinance) and California Public Records Act (CPRA) request to the Office of Mayor (enclosed herein as Exhibit A) for, *inter alia*:

- emails sent and received by each official government email account of 7 employees and 1 class of employees of the Mayor's office
- City of San Jose v Superior Court (2017) search for emails sent and received by each personal email account of 7 employees and 1 class of employees of the Mayor's office, re: the people's business
- communications sent and received via various communications applications/media (Facebook Messenger, Telegram, Slack, Google Hangouts, Signal, SMS/MMS/text messages) of 7 employees and 1 class of employees of the Mayor's office on their official government accounts
- City of San Jose v Superior Court (2017) search for communications sent and received via various communications applications/media (Facebook Messenger, Telegram, Slack, Google Hangouts, Signal, SMS/MMS/text messages) of 7 employees and 1 class of employees of the Mayor's office on their personal accounts, to the extent they are related to the people's business

Respondents provided records on July 26 (response Exhibit B, records Exhibit D) and July 29, 2019 (response Exhibit C, records Exhibit E). We do not dispute the timeliness of the July 26 response, nor of the supplemental response on July 29.

On August 22, 2019 we sent an unrelated Ordinance/CPRA request regarding the Custodians of Records Working Group to the Office of Mayor for other communications (Exhibit F). Heckel provided¹ records on Aug. 23 (response Exhibit G, record Exhibit H). The allegations for this request are similar to the first request, with the same Respondent agency, and thus only one complaint is being filed.

C: COMPLAINTS:

I make the following allegations. I am not an attorney, so my understanding is associated with proper sections of the law to the best of my (lay) ability. Please also see our prior arguments regarding this issue in *19044 Anonymous v. Office of City Attorney, et. al* which are incorporated by reference here (https://sfgov.org/sunshine/sites/default/files/complaint082019_item7.pdf, P341-343, P355-358; and https://cdn.muckrock.com/outbound_request_attachments/Anonymous_2859385/72056/5-SF-Attorney-Email-Appeal-SOTF-19044-followup.pdf). However, this complaint also involves some issues not covered in 19044.

1. Violations of SF Admin Code Sec. 67.29-7

67.29-7 (“...(a) The Mayor and all Department Heads shall maintain and preserve in a professional and businesslike manner all documents and correspondence, including but not limited to letters, e-mails, drafts, memorandum, invoices, reports and proposals and shall disclose all such records in accordance with this ordinance...”) is being violated by the Respondents’ personal use of apps like “Signal” to communicate about the public’s business. We allege that use of the “Signal” app

¹These records were sent to the wrong email address, but I received them nonetheless on time.

and/or personal accounts for communication regarding the people's business does not constitute "professional and businesslike" preservation of correspondence.

The "Signal" app is a third-party mobile application permitting encrypted and automatically-expiring communications². Exhibit E is a record produced by Respondent Elsbernd including communication using Signal with what appears to be Respondent Jue regarding former SFMTA Director of Transportation Ed Reiskin. Respondent Jue was on July 2 and still is "Senior Advisor to the Mayor on the Environment"³ and was therefore within the scope of our July 2 request. Note that Respondent Jue failed to provide this Signal record in their production. If they were unable to preserve their side of the communication and therefore provide it, this is evidence of a failure to preserve correspondence in a "professional and businesslike" manner. If Respondents are using the automatic expiration of Signal, Google Hangouts, or other communications, that is also a failure to preserve correspondence in a "professional and businesslike" manner.

2. Violations of SF Admin Code Sec. 67.27. Justification Of Withholding

Heckel's responses did not justify withholding portions of the responsive email records (namely the headers and metadata, which we had specifically requested in our original request). No statutory nor case law authority was provided. Note Heckel provided an argument (which we believe to be wrong, see below) for why he had not provided the *original format*. However, he did not provide any justification for withholding the header and metadata information, even in PDF format. Our original request did indicate that if the Mayor were to convert the records to PDF format, we still wanted the entire record with all headers, metadata, etc. For example, the public employee e-mail addresses in the 'From' and 'To' of the various emails are non-exempt public information, but nearly all of them are withheld in the responsive emails, without any justification.

3. Violations of SF Admin Code Sec. 67.26. Withholding Kept To A Minimum

Responsive records as provided did not withhold the minimum necessary portions of the emails requested. While it may be argued that some of the headers of an email item could be withheld for privacy or security reasons (though we do not concede such point), that does not mean the Mayor can withhold all portions of the email headers/metadata *carte blanche*. Full headers and metadata have been produced by the City for years: <https://sanfrancisco.nextrequest.com/documents?filter=.msg>.

Furthermore, the numerous non-metadata redactions in the responsive records should be "keyed by footnote or other clear reference to the appropriate justification for withholding required by section 67.27 of this article." (SFAC 67.26) Instead, the justifications are enumerated only in the response letter, preventing us from understanding precisely which reason is associated with which redaction.

As described in Complaint 1, Exhibit E is a record produced by Respondent Elsbernd including communication using Signal with what appears to be Respondent Jue regarding former SFMTA Director of Transportation Ed Reiskin. Respondent Jue was on July 2 and still is "Senior Advisor to

²[https://en.wikipedia.org/wiki/Signal_\(software\)](https://en.wikipedia.org/wiki/Signal_(software))

³<https://www.linkedin.com/in/tyronejue/>

the Mayor on the Environment” and was therefore within the scope of our July 2 request. Note that Respondent Jue failed to provide this Signal record in their production. If this communication was preserved and is in the possession of the Respondents, then this record was improperly withheld.

4. Violations of SF Admin Code Sec. 67.21. Process For Gaining Access To Public Records; Administrative Appeals.

67.21(b) (“...If the custodian believes the record or information requested is not a public record or is exempt, the custodian shall justify withholding any record by demonstrating, in writing as soon as possible and within ten days following receipt of a request, that the record in question is exempt under express provisions of this ordinance...”) was violated by Heckel’s July 26, 2019 response wherein he did not indicate that the Mayor was withholding the remaining portions of the full email item records, with headers and metadata.

67.21(l) (“Inspection and copying of documentary public information stored in electronic form shall be made available to the person requesting the information in any form requested which is available to or easily generated by the department...”) was violated since Respondents provided the emails requested in scanned/image PDF format and not the raw/original format or the ‘.msg/.eml’ format requested. The original format or the ‘.msg/.eml’ format contains those additional headers we requested. .msg format is “easily generated” by Respondents as it is a built-in feature of Microsoft Outlook and Exchange (for example, select an email, click File and Save as and select “Outlook message format”, “Outlook message format - Unicode”). ‘.msg’ formats have been produced by the City for years: <https://sanfrancisco.nextrequest.com/documents?filter=.msg>. On Aug. 22, the Dept. of Public Works produced over 200 ‘.msg’ emails in less than 48 hrs of a request: <https://sanfrancisco.nextrequest.com/requests/19-3456>.

Furthermore, the use of image PDFs is an especially egregious violation of 67.21(l). Textual PDFs are easy to generate - emails can be printed directly to text PDF format and then redacted in Adobe Acrobat. Instead, the email PDFs provided to us were clearly printed to hardcopy then scanned into an image format. We know text PDFs are “easily generated” since they are recommended by the Good Government Guide pg. 101⁴ and because a portion of the responsive PDFs were provided in text format in this very request.

5. Violations of CA Govt Code 6253.9

6253.9(a)(1) (“...The agency shall make the information available in any electronic format in which it holds the information...”) was violated for reasons stated under the second paragraph of complaint #4.

6. Violations of CA Govt Code 6253

6253(a) (“Any reasonably segregable portion of a record shall be available for inspection by any person requesting the record after deletion of the portions that are exempted by law.”) was violated for reasons stated under complaint #3. Portions of the responsive email records (headers, metadata)

⁴<https://www.sfcityattorney.org/wp-content/uploads/2019/02/Good-Government-Guide-February-2019.pdf>

that are not exempt under the law were deleted by using the PDF print-out formats that the Mayor chose.

7. Violations of CA Govt Code 6255

6255(a) was violated for reasons stated under complaint #2.

D. REBUTTALS:

1. CA Govt Code 6253.9(a)(1) does not permit use of formats for "transferability and accessibility"

In Heckel's July 26 and 29 responses, the Office of the Mayor argued "The responsive documents have been provided in a PDF format for its ease of transferability and accessibility, consistent with Cal. Gov. Code 6253.9(a)(1)"

By its plain language, that is not what 6253.9(a)(1) requires. CA Govt Code 6253.9(a) reads:

(a) Unless otherwise prohibited by law, any agency that has information that constitutes an identifiable public record not exempt from disclosure pursuant to this chapter that is in an electronic format shall make that information available in an electronic format when requested by any person and, when applicable, shall comply with the following:

- (1) The agency shall make the information available in any electronic format in which it holds the information.
- (2) Each agency shall provide a copy of an electronic record in the format requested if the requested format is one that has been used by the agency to create copies for its own use or for provision to other agencies. The cost of duplication shall be limited to the direct cost of producing a copy of a record in an electronic format.

Since there is no ambiguity in the statute's language, 6253.9(a)(1) should be given its plain meaning. Nothing in this clause refers to conversion of files for transferability and accessibility.

2. CA Govt Code 6253.9(f) and 6254.19 do not exempt all headers/metadata nor preclude .msg/.eml production of emails

Respondents' justification under 6253.9(f) does not meet the precise wording of the statute⁵.

⁵6253.9(f) states "(f) Nothing in this section shall be construed to require the public agency to release an electronic record in the electronic form in which it is held by the agency if its release would jeopardize or compromise the security or integrity of the original record or of any proprietary software in which it is maintained." (emphasis mine)

Note that SFAC 67.21(l) requires release not only of the "electronic form in which it is held by the agency" but also any form that is "easily generated." These other "easily generated" forms are not the "form in which it is held by the agency" and therefore a plain construction of both statutes would indicate 6253.9(f) is not a valid justification to withhold .msg emails. (cont.)

Furthermore, emails are not "information security records" under 6254.19. *Certain* headers might be, but not emails as a whole.

Email headers include many headers that are completely unrelated to security concerns (for example, the date an email was sent and received, the exact email addresses of the sender and all recipients, and who sent the email on behalf of whom). The .msg format does not preclude redaction of any arguably sensitive headers.

The City has had no security qualms about production of .msg emails with headers in other requests (see for example: <https://sanfrancisco.nextrequest.com/documents/1669341/>).

E. RELIEF REQUESTED

I ask your Task Force to find violations by the respondents of each of SFAC 67.21, 67.26, 67.27, and 67.29-7.

I ask your Task Force to direct Respondents to:

- refrain from use of personal accounts and/or the "Signal" app to communicate about the people's business
- produce all remaining "Signal" records
- produce the full emails we originally requested, with redaction of only those headers or meta-data (if any) that can be justified legally and explicitly.
- produce the full emails we originally requested, in .msg or .eml format.
- produce any PDFs that they do produce in text format instead of scanned/image format.
- identify all remaining redaction justifications with particularity, using footnotes, for example.

I ask for a hearing, to the extent possible given my desire to remain anonymous. I have a parallel pending complaint (*19044 Anonymous v. Office of City Attorney, et. al*) against the Office of the City Attorney for similar (but not identical) claims regarding alleged failure to disclose emails in their full, original electronic format. However, this new case has additional allegations not covered therein.

I reserve my right to petition the Supervisor of Records and/or any judicial remedies that may be available.

encl: Exhibits

Moreover, 6253.9(f) only limits release required "in this section" meaning Gov Code 6253.9.

This is, however, an absurd result, and we do not request your Task Force to interpret 6253.9(f) in such a way. Perhaps the CPRA and Ordinance need to be revised to be more harmonious. We read 6253.9(f) to mean: "(f) A public agency is not required to release an electronic record in any electronic form if its release would jeopardize or compromise the security or integrity of the original record or of any proprietary software in which it is maintained." We believe we prevail even when interpreting 6253.9(f) in such a manner more generous to the Respondents.

EXHIBIT A

RE: Email and Electronic Communications Audit

To Whom It May Concern:

**** NOTE: this is a public mailbox, and all of your responses (including disclosed records) may be automatically and instantly available to the general public on the MuckRock.com service used to issue this request (though I am not a MuckRock representative). ****

We request under the San Francisco Sunshine Ordinance (Ordinance) and the California Public Records Act (CPRA) the following items from the Mayor's Office. Similar requests were recently made of the Board of Supervisors and Clerk. If a person has multiple email addresses (including but not limited to email aliases), 10 emails from each are requested. For example the Mayor may have a public-facing email alias and also an email address she uses to do business internally- 10 from each are requested. Please do not include spam or product advertisement emails.

We remind you of your obligations to provide electronic records in the original format you hold them in. Therefore, e-mails exported in the .eml or .msg format with all non-exempt headers, metadata, attachments, etc. are best.

However, if you choose to convert emails, for example, to PDF or printed format, to easily redact them, you must ensure that you have preserved the full content of the original email record (as specified in request "A"), which contains many detailed headers beyond the generally used From/To/Subject/Sent/etc. For the chat apps, a screenshot or print-out is acceptable.

If you use PDF, use properly redacted searchable or text pdfs. Please don't use image PDFs to make it harder to analyze the records.

If you provide PDFs instead of original email files, only give a few of the headers or lacking attachments/images, and/or improperly withhold public records that exist on private accounts/devices you may be in violation of SF Admin Code and/or CPRA, and we may challenge your decision at the Sunshine Ordinance Task Force, Supervisor of Records, judicially, and/or via any other remedies available to us. I currently have pending petitions to the Task Force and Supervisor of Records to correct prior disclosure failures of electronic information from your and other SF agencies.

You must justify all withholding.

Provide records in a rolling fashion. Do not wait for all records to be available.

Please provide only those copies of records available without any fees. If you determine certain records would require fees, please instead provide the required free notice of which of those records are available and non-exempt for inspection in-person if we so choose. Please use email to respond.

I look forward to your prompt disclosure.

PART 1 - Email

A. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails RECEIVED BY EACH OFFICIAL government email account of

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

B. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails SENT FROM EACH OFFICIAL government email account of

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

C. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails IN THE DRAFT or OUTBOX folder of EACH OFFICIAL government email account of the following. Please remember the special Sunshine exceptions to CPRA draft withholding under SF Admin Code 67.24(a).

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

D. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those

explicitly exempted by the Ordinance, of the most recent 10 emails regarding the public's business (specifically those disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017)) SENT FROM EACH PERSONAL email account(s) of the following officials, TO/CC/BCC any sfgov.org email address. If NO such emails exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

E. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 emails regarding the public's business (specifically those disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017)) RECEIVED BY EACH PERSONAL email account(s) of the following officials, FROM any sfgov.org email address. If NO such emails exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

PART 2 - Chat/Messaging

As used below "Conversations" include but are not limited to any metadata records showing that a conversation had taken place but is now deleted (due to expiration for example).

Various types of apps are mentioned below.

A. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Facebook Messenger]:

1. Mayor Breed

2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

B. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Telegram]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

C. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Slack]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

D. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Google Hangouts]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'

4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

E. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [Signal]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

F. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all OFFICIAL government account(s) of the following person in [SMS/MMS/text messages]:

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

G. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Facebook Messenger], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed

2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

H. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Telegram], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

I. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Slack], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

J. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Google Hangouts], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

K. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [Signal], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

L. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the most recent 10 conversations (whether individual or group chats) of all PERSONAL account(s) of the following person in [text/ SMS/MMS messaging], solely to the extent that such conversations are regarding the public's business and disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017). If NO such conversations exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor Breed
2. Chief of Staff
3. all persons holding title 'Senior Advisor to the Mayor'
4. Deputy Chief of Staff
5. Communications Director
6. Policy Director
7. Mayor's Liaison to the Board of Supervisors
8. Compliance Officer

PART 3: all instruments used to inquire of each official as to whether they possess any responsive records above, and all of their responses

Sincerely,

Anonymous

EXHIBIT B

Office of the Mayor
City & County of San Francisco



VIA ELECTRONIC MAIL

Requestor: Anonymous
76434-70600365@requests.muckrock.com

July 26, 2019

Re: Public Records Request Received July 2 2019

Dear Anonymous:

This further responds to your request attached, entitled Email and Electronic Communications Audit, received by the Office of the Mayor on July 2, 2019. We previously invoked an extension of time to continue our response under Government Code § 6253(c) and San Francisco Admin. Code § 67.25(b) for up to 14 days from the original due date because of the need for consultation with other city departments and the potential volume of requested materials.

Response Dated July 26, 2019

We have completed our search and consultation and are attaching herewith responsive records located in the possession of the Office of the Mayor. The documents are provided in multiple emails due to file size. Please note that responsive emails from official city email accounts are provided for all of the requested custodians. Additionally, responsive text messages from personal devices pertaining to city business have been provided for Communications Director Jeff Cretan, Liaison to the Board of Supervisors Sophia Kittler and Compliance Officer Hank Heckel. No such responsive texts were located for the other requested custodians. Further, no responsive communications in the other electronic media named were located for the requested custodians.

The responsive documents have been provided in a PDF format for its ease of transferability and accessibility, consistent with Cal. Gov. Code 6253.9(a)(1). Metadata from any native format has not been provided to avoid risks to the security and integrity of the city's data system and avoid the release of exempt confidential or privileged information. Pursuant to Cal. Gov. Code 6253.9 (f), an agency is not required to provide an electronic record in an electronic format that would jeopardize or compromise the security or integrity of the original record or its data system. The PDF format ensures the security and integrity of the original record.

Please note that certain documents have been withheld on the basis of the attorney-client privilege and/or the attorney work product doctrine. Gov't Code § 6254(k); Evid. Code § 954; Code of Civ. Proc. § 2018.030; Gov't Code § 6276.04; Admin. Code § 67.21(k).

Please note that certain personal information such as private email addresses, phone numbers and personal addresses has been redacted to avoid an unwarranted breach of personal privacy. See Cal. Govt. Code Secs. 6254(c), 6254(k); California Constitution, Art. I, Sec. 1.

Please note that certain information has been redacted on the basis of the attorney-client privilege. Gov't Code § 6254(k); Evidence Code § 954; Admin. Code § 67.21(k).

Please also note that certain call-in information has been redacted pursuant to the official information privilege. See Cal. Evid. Code Sec. 1040(b)(2).

Please note that certain identifying information has been redacted to protect the identity of certain individuals involved in ongoing hiring processes. See Cal. Govt. Code Secs. 6254(c), Admin. Code § 67.24(c).

Please note that we are responding only on behalf of the Office of the Mayor and not on behalf of other City Departments. If you have any questions about your request or would like to submit another public records request, please feel free to contact us at mayorsunshinerequests@sfgov.org.

Best Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

EXHIBIT C

Office of the Mayor
City & County of San Francisco



VIA ELECTRONIC MAIL

Requestor: Anonymous
76434-70600365@requests.muckrock.com

July 29, 2019

Re: Amended and Supplemental Response to Public Records Request Received July 2, 2019

Dear Anonymous:

This amends and supplements our July 26, 2019 response to your Public Records Request, attached, entitled Email and Electronic Communications Audit, received by the Office of the Mayor on July 2, 2019. We previously invoked an extension of time to continue our response under Government Code § 6253(c) and San Francisco Admin. Code § 67.25(b) for up to 14 days from the original due date because of the need for consultation with other city departments and the potential volume of requested materials. We then responded and provided responsive documents on July 26, 2019.

Amended and Supplemental Response Dated July 29, 2019

We have completed our search and consultation and are attaching herewith responsive records located in the possession of the Office of the Mayor. The documents have been provided in multiple emails due to file size. Please note that responsive emails from official city email accounts have been provided for all of the requested custodians. Additionally, responsive text messages from personal devices pertaining to city business have been provided for Communications Director Jeff Cretan, Liaison to the Board of Supervisors Sophia Kittler and Compliance Officer Hank Heckel. No such responsive texts were located for the other requested custodians. Existing messages received using Signal pertaining to city business have been provided for Chief of Staff, Sean Elsbernd. These communications are provided herewith as a supplemental production. No responsive communications in the other electronic media named were located for the requested custodians.

The responsive documents have been provided in a PDF format for its ease of transferability and accessibility, consistent with Cal. Gov. Code 6253.9(a)(1). Metadata from any native format has not been provided to avoid risks to the security and integrity of the city's data system and avoid the release of exempt confidential or privileged information. Pursuant to Cal. Gov. Code 6253.9 (f), an agency is not required to provide an electronic record in an electronic format that would jeopardize or compromise the security or integrity of the original record or its data system. The PDF format ensures the security and integrity of the original record.

Please note that certain documents have been withheld on the basis of the attorney-client privilege and/or the attorney work product doctrine. Gov't Code § 6254(k); Evid. Code § 954; Code of Civ. Proc. § 2018.030; Gov't Code § 6276.04; Admin. Code § 67.21(k).

Please note that certain personal information such as private email addresses, phone numbers and personal addresses has been redacted to avoid an unwarranted breach of personal privacy. See Cal. Govt. Code Secs. 6254(c), 6254(k); California Constitution, Art. I, Sec. 1.

Please note that certain information has been redacted on the basis of the attorney-client privilege. Gov't Code § 6254(k); Evidence Code § 954; Admin. Code § 67.21(k).

Please also note that certain call-in information has been redacted pursuant to the official information privilege. See Cal. Evid. Code Sec. 1040(b)(2).

Please note that certain identifying information has been redacted to protect the identity of certain individuals involved in ongoing hiring processes. See Cal. Govt. Code Secs. 6254(c), Admin. Code § 67.24(c).

Please note that we are responding only on behalf of the Office of the Mayor and not on behalf of other City Departments. If you have any questions about your request or would like to submit another public records request, please feel free to contact us at mayorsunshinerequests@sfgov.org.

Best Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

EXHIBIT D

This is a small 20-
page portion of the
voluminous responsive
records.

From: Power, Andres (MYR)
To: Lindler, Nicole (MYR)
Subject: Re: 1000 Beds Tracker
Date: Wednesday, July 03, 2019 10:15:34 PM

That's right. Thanks!

Andres Power
Policy Director
Mayor London N. Breed

On Jul 3, 2019, at 4:11 PM, Lindler, Nicole (MYR) <nicole.lindler@sfgov.org> wrote:

The first subtotal line should have said 590 not 516. Sorry excel error.

Nicole Lindler | Policy Advisor
Office of Mayor London N. Breed
Sent via iPhone


On Jul 3, 2019, at 3:43 PM, Power, Andres (MYR) <andres.power@sfgov.org> wrote:

Am I missing something? This seems like it's adding up to 926.

Andres Power
Policy Director
Mayor London N. Breed

On Jul 3, 2019, at 1:12 PM, Lindler, Nicole (MYR) <nicole.lindler@sfgov.org> wrote:

DPH has confirmed that Hummingbird 14 beds are online.

 Nicole Lindler | Policy Advisor
Office of Mayor London N. Breed
City and County of San Francisco
415-554-6694

From: Lindler, Nicole (MYR)
Sent: Wednesday, July 03, 2019 12:16 PM
To: Power, Andres (MYR) <andres.power@sfgov.org>;
Cretan, Jeff (MYR) <Jeff.Cretan@sfgov.org>
Subject: RE: 1000 Beds Tracker

Revised. The additions at BVHM and Hummingbird are currently open/operating according to HSH. However, I am

still awaiting absolute confirmation from DPH about Hummingbird as it is their program and we've been receiving mixed messages from HSH.

TEAM PLAN

| | Beds | District |
|-------------------|-------------|-----------------|
| Open | 212 | Various |
| BVHM | 60 | 9 |
| ZSFGH Hummingbird | 14 | 10 |

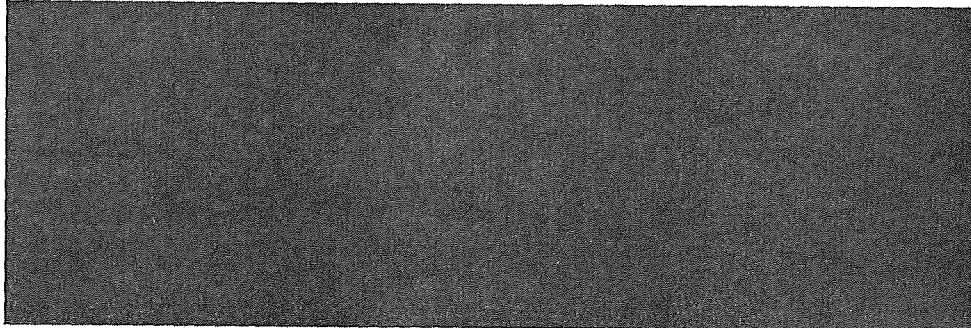
286

| In Development | | |
|--------------------------|----|----|
| Jelani | 24 | 10 |
| Division Circle (Exp) | 60 | 9 |
| Civic Center Hotel (Exp) | 20 | 6 |

104

| Next Up | | |
|----------------|-----|---|
| SAFE (SWL 330) | 200 | 6 |

Subtotal **516**



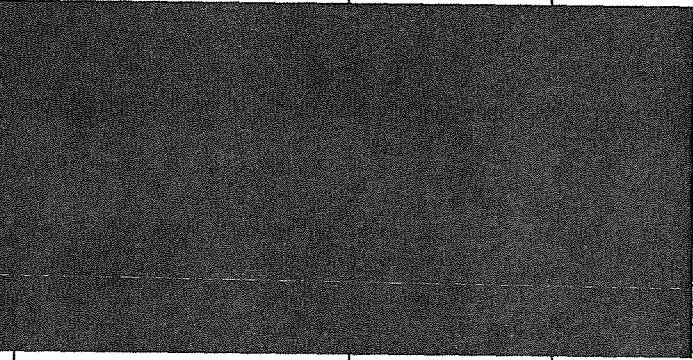
TOTAL **1000**

<!--[if !supportLists]-->• <!--[endif]-->**DRAFT – DO NOT DISTRIBUTE**

<image001.gif>Nicole Lindler | Policy Advisor
 Office of Mayor London N. Breed
 City and County of San Francisco
 415-554-6694

From: Lindler, Nicole (MYR)
Sent: Wednesday, July 03, 2019 10:12 AM
To: Power, Andres (MYR) <andres.power@sfgov.org>;
 Cretan, Jeff (MYR) <Jeff.Cretan@sfgov.org>
Subject: 1000 Beds Tracker
Importance: High

Below is the agreed plan that we've outlined to reach the 1000 bed shelter goal:

| TEAM PLAN | | |
|--|-------------|-----------------|
| | Beds | District |
| Open | 212 | Various |
| In Development | | |
| ZSFGH Hummingbird | 14 | 10 |
| Jelani | 24 | 10 |
| Division Circle (Exp) | 60 | 9 |
| Civic Center Hotel (Exp) | 20 | 6 |
| | 118 | |
| Next Up | | |
| SAFE (SWL 330) | 200 | 6 |
| <i>Subtotal</i> | 530 | |
|  | | |
| | | |
| | | |
| | | |
| | | |
| TOTAL | 1000 | |

<image001.gif>Nicole Lindler | Policy Advisor
Office of Mayor London N. Breed
City and County of San Francisco
415-554-6694

From: Power, Andres (MYR)
To: Lindler, Nicole (MYR)
Subject: Re: 1000 Beds Tracker
Date: Wednesday, July 03, 2019 3:43:21 PM

Am I missing something? This seems like it's adding up to 926.

Andres Power
Policy Director
Mayor London N. Breed

On Jul 3, 2019, at 1:12 PM, Lindler, Nicole (MYR) <nicole.lindler@sfgov.org> wrote:

DPH has confirmed that Hummingbird 14 beds are online.

<image001.gif>Nicole Lindler | Policy Advisor
Office of Mayor London N. Breed
City and County of San Francisco
415-554-6694

From: Lindler, Nicole (MYR)
Sent: Wednesday, July 03, 2019 12:16 PM
To: Power, Andres (MYR) <andres.power@sfgov.org>; Cretan, Jeff (MYR) <Jeff.Cretan@sfgov.org>
Subject: RE: 1000 Beds Tracker

Revised. The additions at BVHM and Hummingbird are currently open/operating according to HSH. However, I am still awaiting absolute confirmation from DPH about Hummingbird as it is their program and we've been receiving mixed messages from HSH.

TEAM PLAN

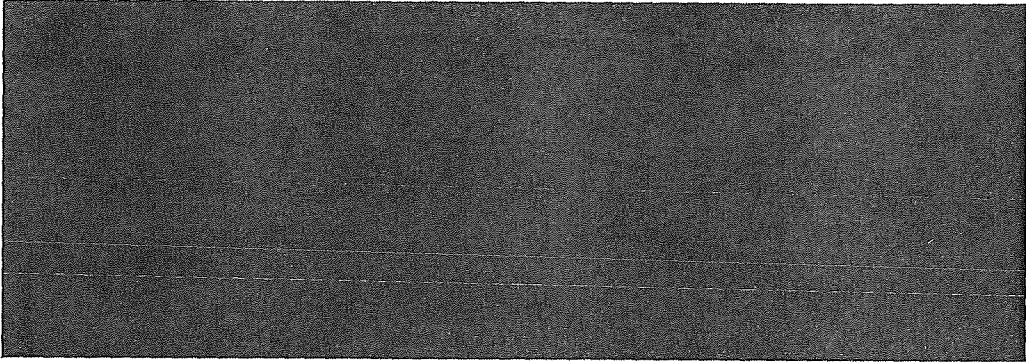
| | Beds | District |
|-------------------|------|----------|
| Open | 212 | Various |
| BVHM | 60 | 9 |
| ZSFGH Hummingbird | 14 | 10 |
| | 286 | |

| In Development | | |
|--------------------------|-----|----|
| Jelani | 24 | 10 |
| Division Circle (Exp) | 60 | 9 |
| Civic Center Hotel (Exp) | 20 | 6 |
| | 104 | |

| Next Up | | |
|----------------|-----|---|
| SAFE (SWL 330) | 200 | 6 |

Subtotal

516



TOTAL

1000

<!--[if !supportLists]-->• <!--[endif]-->DRAFT – DO NOT DISTRIBUTE

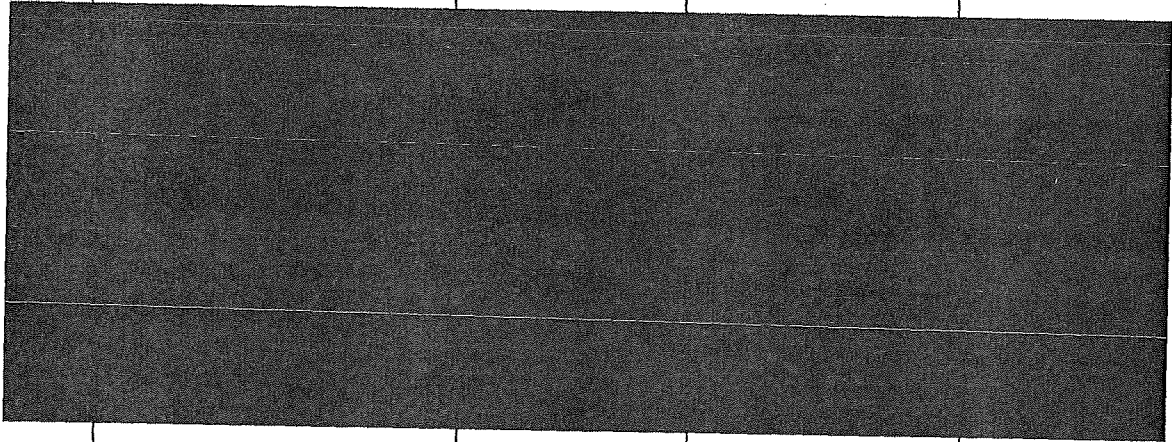
<image001.gif>Nicole Lindler | Policy Advisor
Office of Mayor London N. Breed
City and County of San Francisco
415-554-6694

From: Lindler, Nicole (MYR)
Sent: Wednesday, July 03, 2019 10:12 AM
To: Power, Andres (MYR) <andres.power@sfgov.org>; Cretan, Jeff (MYR) <Jeff.Cretan@sfgov.org>
Subject: 1000 Beds Tracker
Importance: High

Below is the agreed plan that we've outlined to reach the 1000 bed shelter goal:

| TEAM PLAN | | |
|--------------------------|-------------|-----------------|
| | Beds | District |
| Open | 212 | Various |
| | | |
| In Development | | |
| ZSFGH Hummingbird | 14 | 10 |
| Jelani | 24 | 10 |
| Division Circle (Exp) | 60 | 9 |
| Civic Center Hotel (Exp) | 20 | 6 |
| | | |

| | | |
|-----------------|------------|---|
| | 118 | |
| Next Up | | |
| SAFE (SWL 330) | 200 | 6 |
| | | |
| Subtotal | 530 | |
| | | |



| | | |
|--------------|-------------|--|
| | | |
| | | |
| | | |
| TOTAL | 1000 | |

<image001.gif>Nicole Lindler | Policy Advisor
 Office of Mayor London N. Breed
 City and County of San Francisco
 415-554-6694

From: Power, Andres (MYR)
To: Lindler, Nicole (MYR)
Subject: Re: 1000 Beds Tracker
Date: Wednesday, July 03, 2019 10:33:58 AM

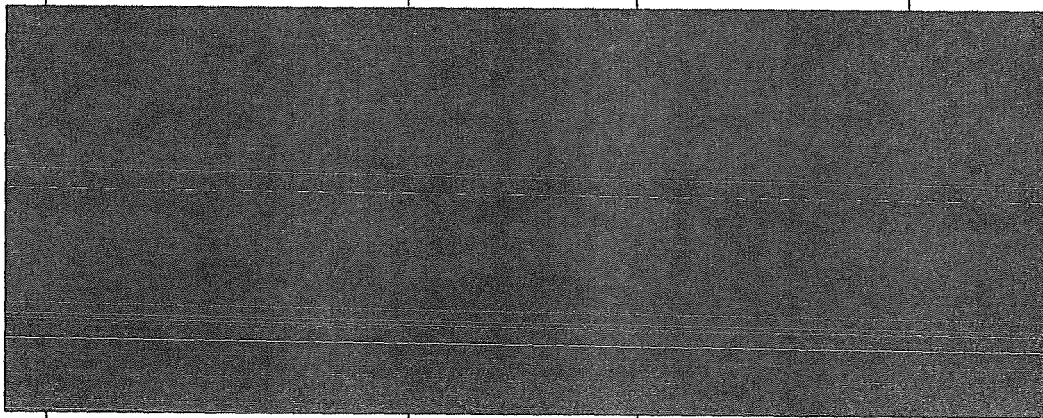
Isn't BVHM implemented?

Andres Power
 Policy Director
 Mayor London N. Breed

On Jul 3, 2019, at 10:11 AM, Lindler, Nicole (MYR) <nicole.lindler@sfgov.org> wrote:

Below is the agreed plan that we've outlined to reach the 1000 bed shelter goal:

| TEAM PLAN | | |
|--------------------------|-------------|-----------------|
| | Beds | District |
| Open | 212 | Various |
| In Development | | |
| ZSFGH Hummingbird | 14 | 10 |
| Jelani | 24 | 10 |
| Division Circle (Exp) | 60 | 9 |
| Civic Center Hotel (Exp) | 20 | 6 |
| | 118 | |
| Next Up | | |
| SAFE (SWL 330) | 200 | 6 |
| <i>Subtotal</i> | 530 | |



| | | |
|--|--|--|
| | | |
| | | |

| | | |
|--------------|-------------|--|
| | | |
| TOTAL | 1000 | |

<image001.gif> Nicole Lindler | Policy Advisor
Office of Mayor London N. Breed
City and County of San Francisco
415-554-6694

From: [Schneider, Dylan \(HOM\)](#)
To: [Power, Andres \(MYR\)](#)
Cc: [Kittler, Sophia \(MYR\)](#)
Subject: Re: Homeless Commission Charter Amendment
Date: Tuesday, July 02, 2019 8:10:39 AM

Hi Andres,

I'm on my way in and will give you a call at 9am when I have everything in front of me.

Thank you,
Dylan

[Get Outlook for iOS](#)

From: Power, Andres (MYR)
Sent: Tuesday, July 2, 2019 8:05:16 AM
To: Schneider, Dylan (HOM)
Cc: Kittler, Sophia (MYR)
Subject: Re: Homeless Commission Charter Amendment

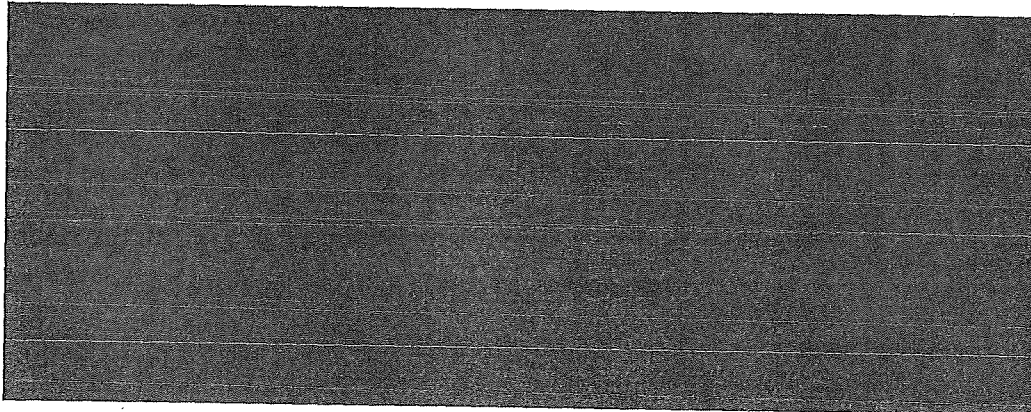
Dylan,

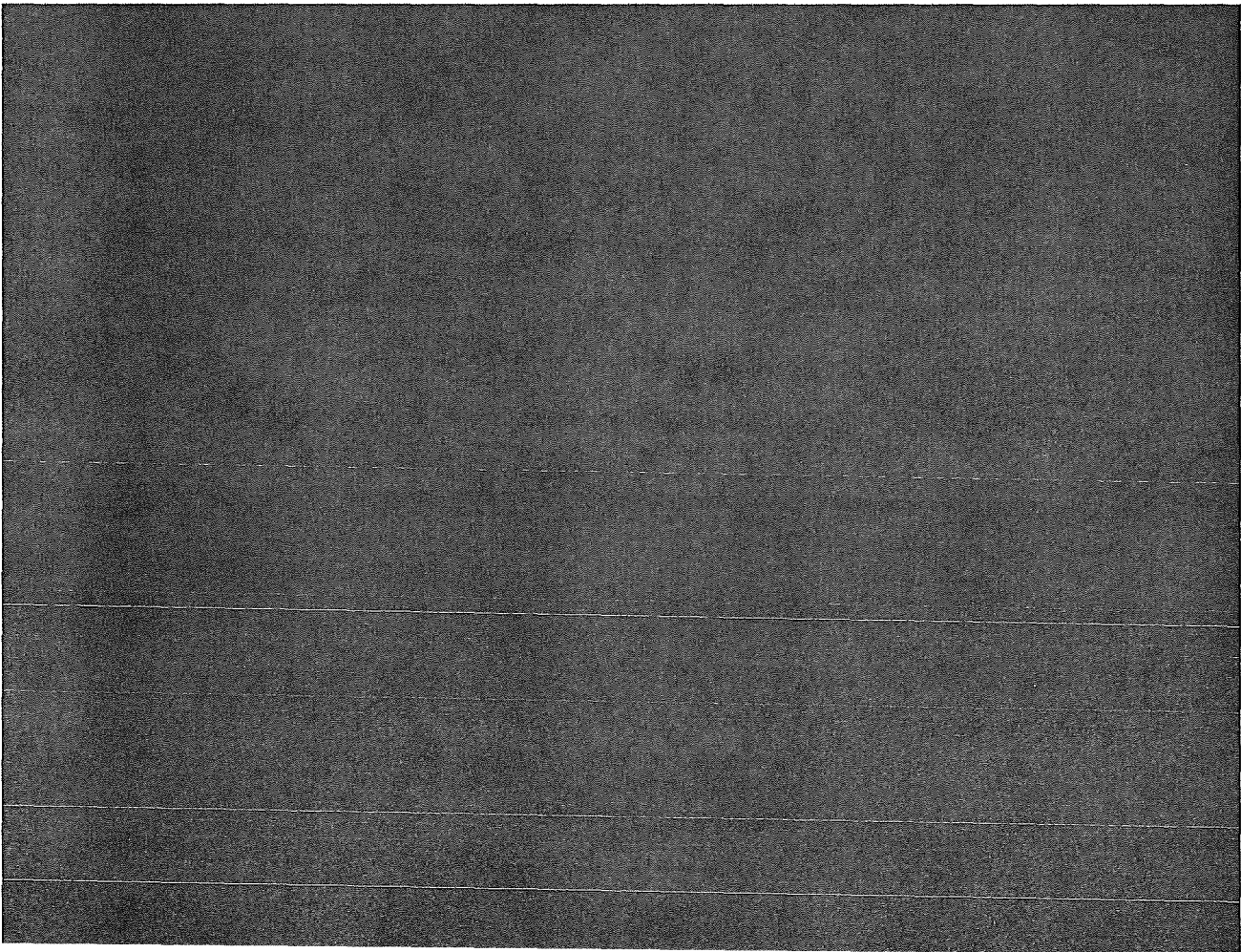
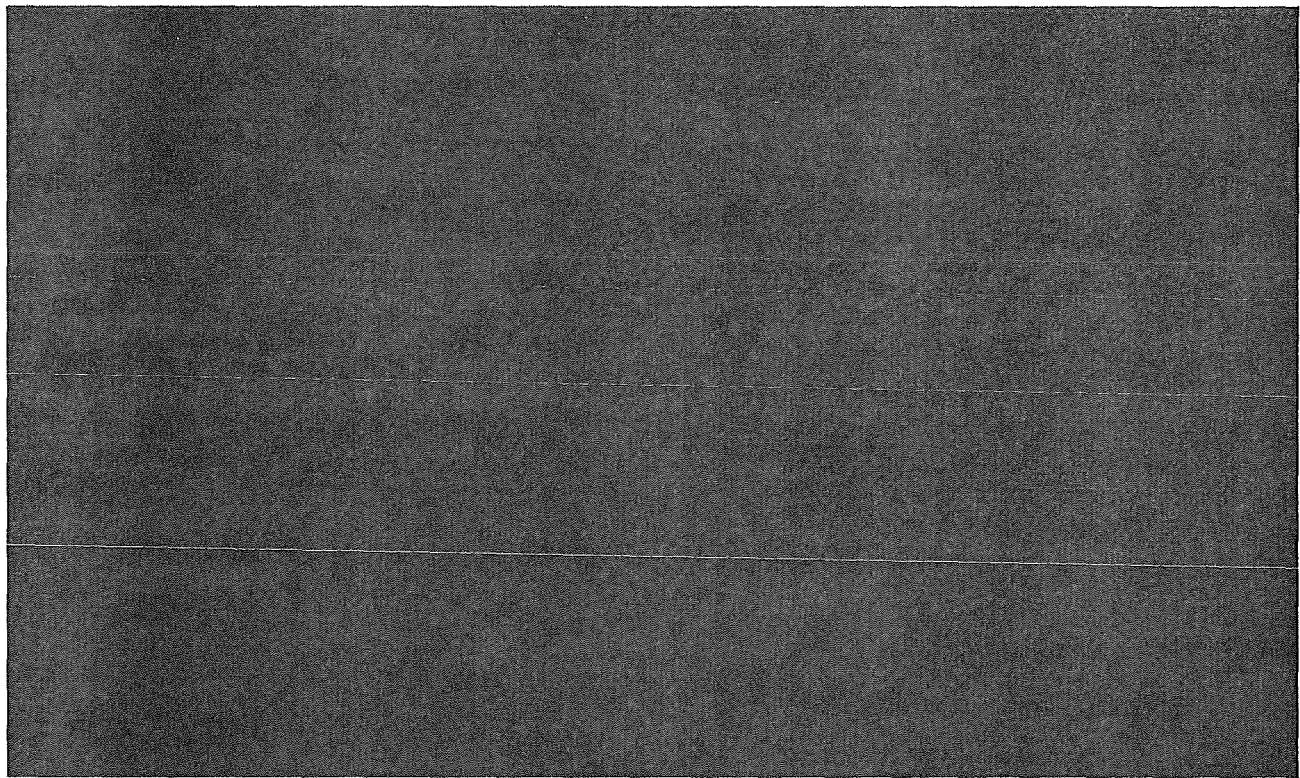
Please give me a call when you're in.

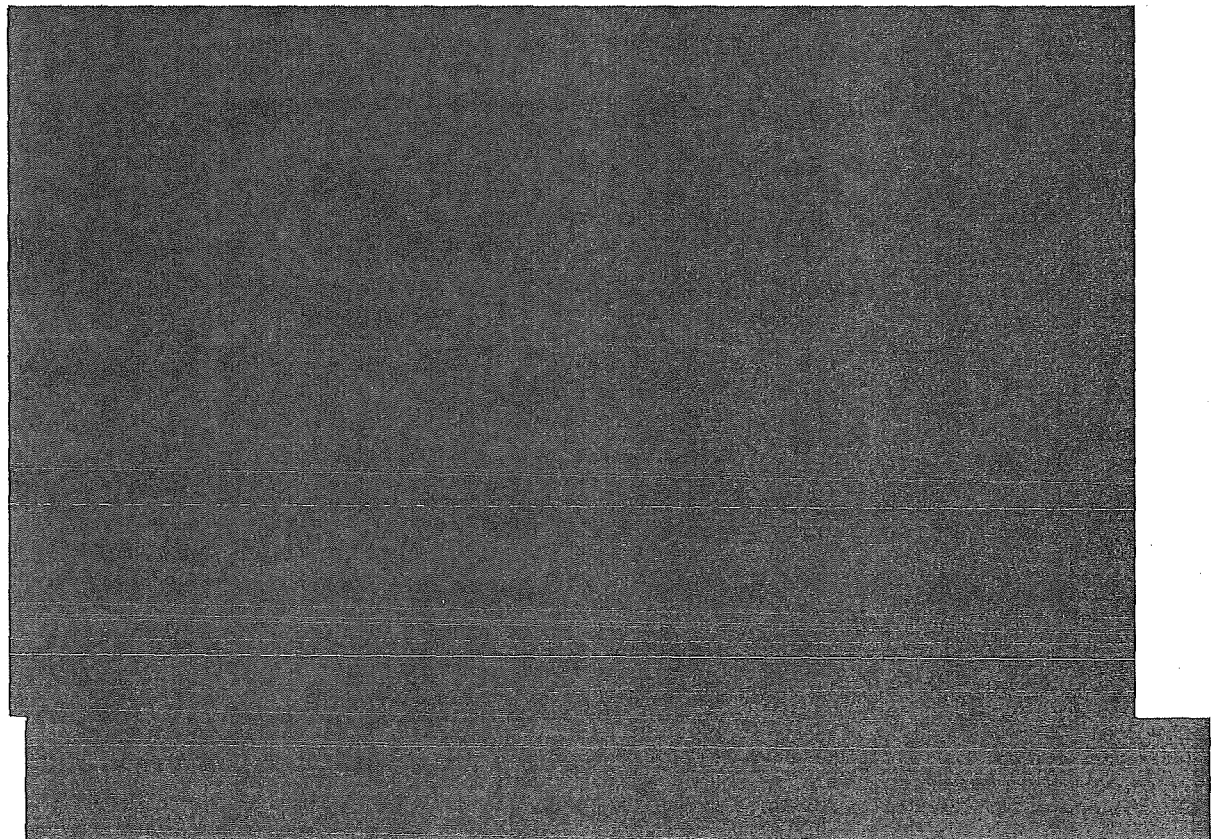
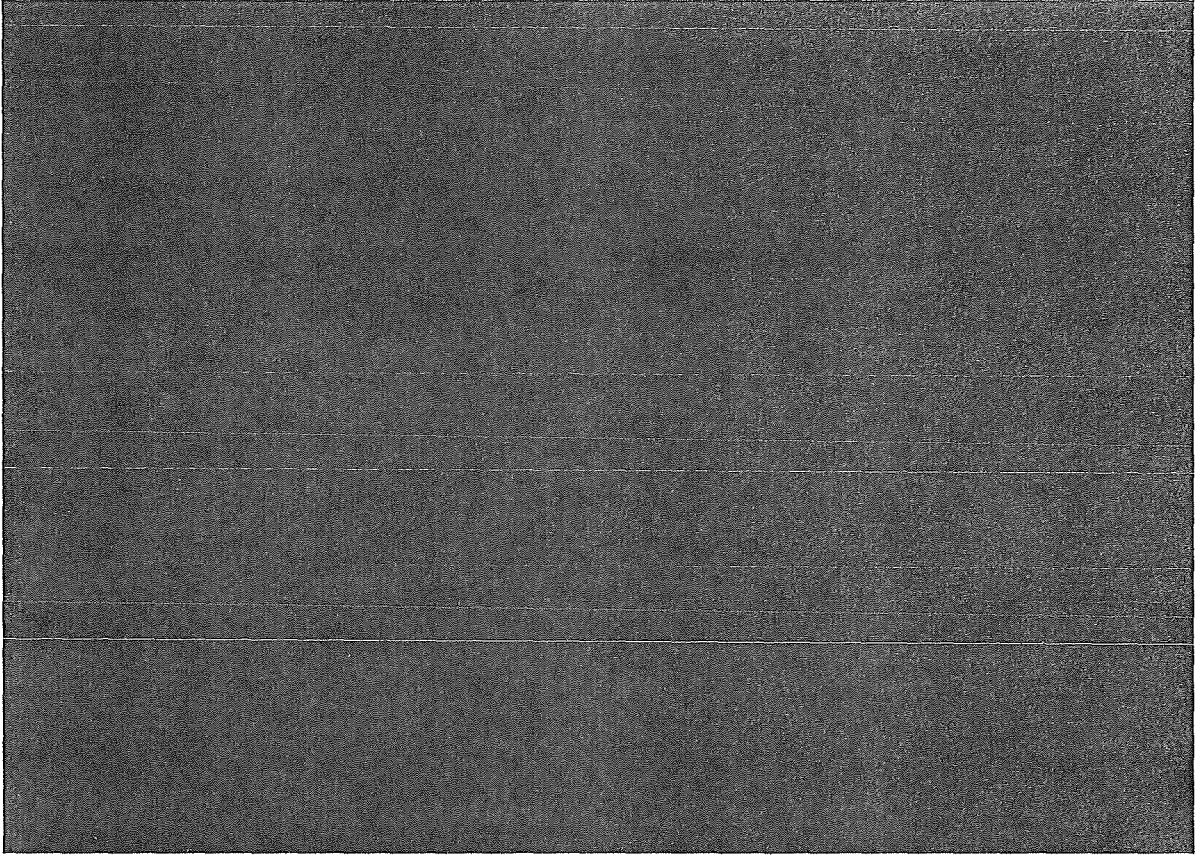
We need to make sure that we're framing this correctly.

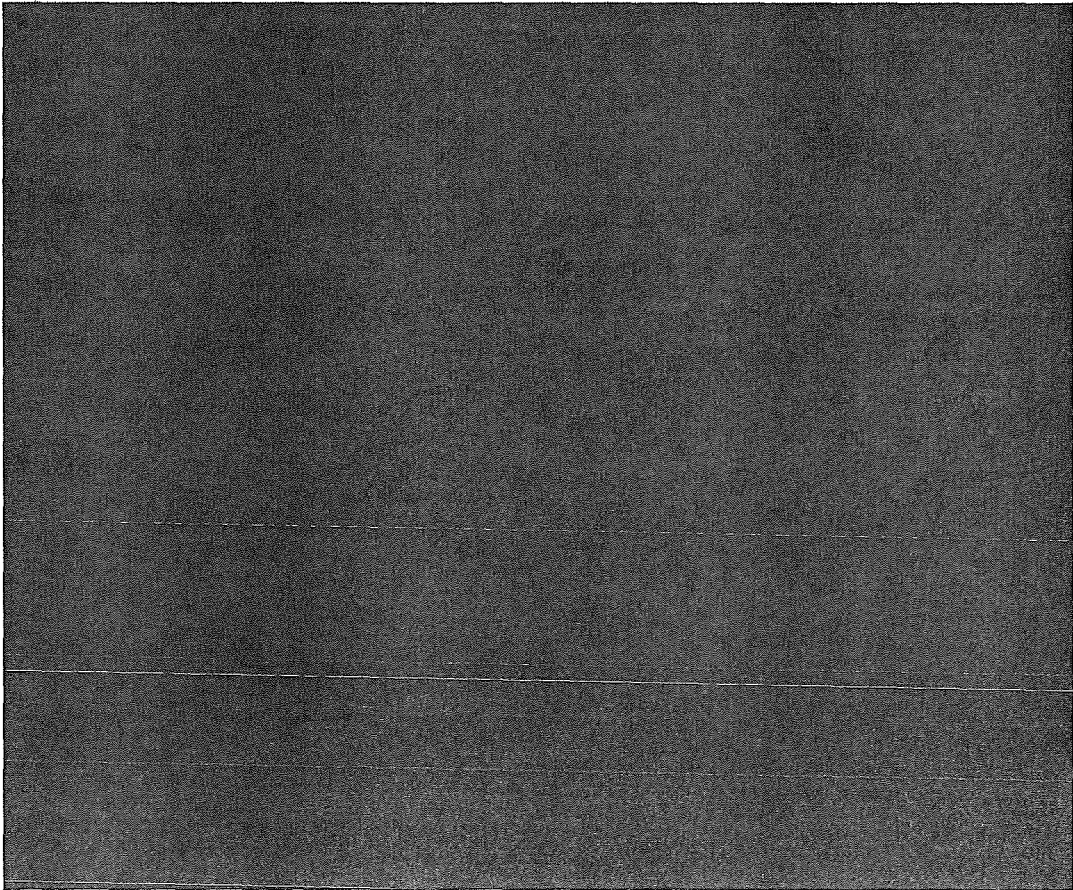
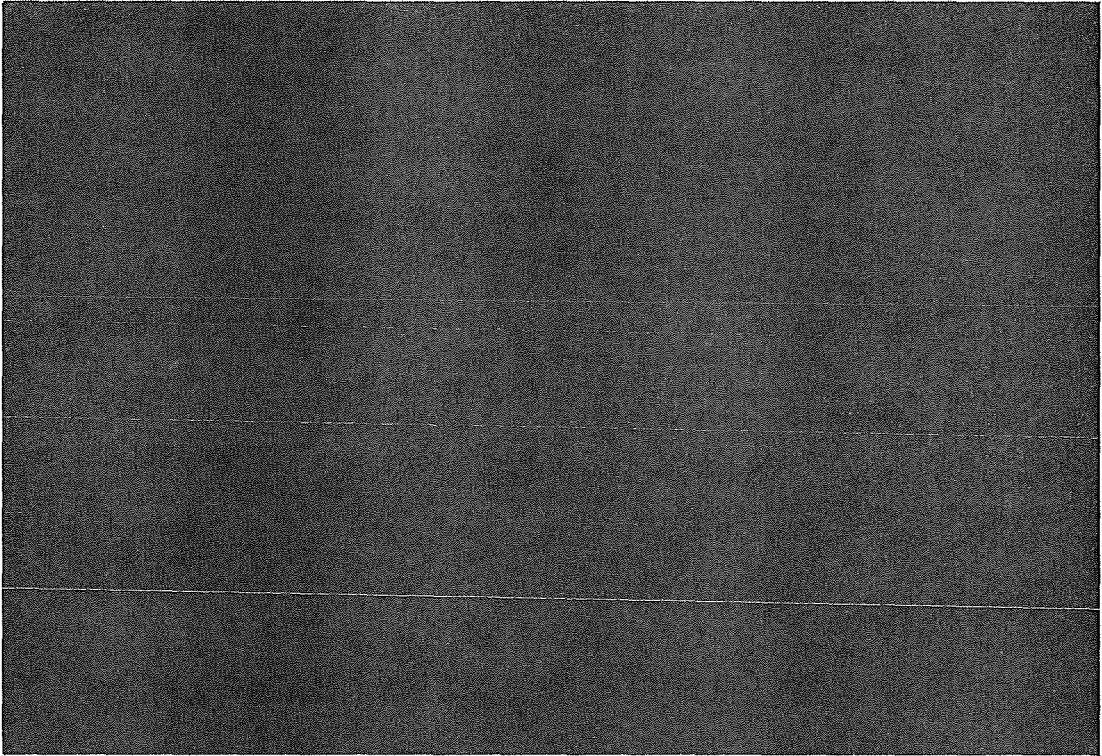
Andres Power
Policy Director
Mayor London N. Breed

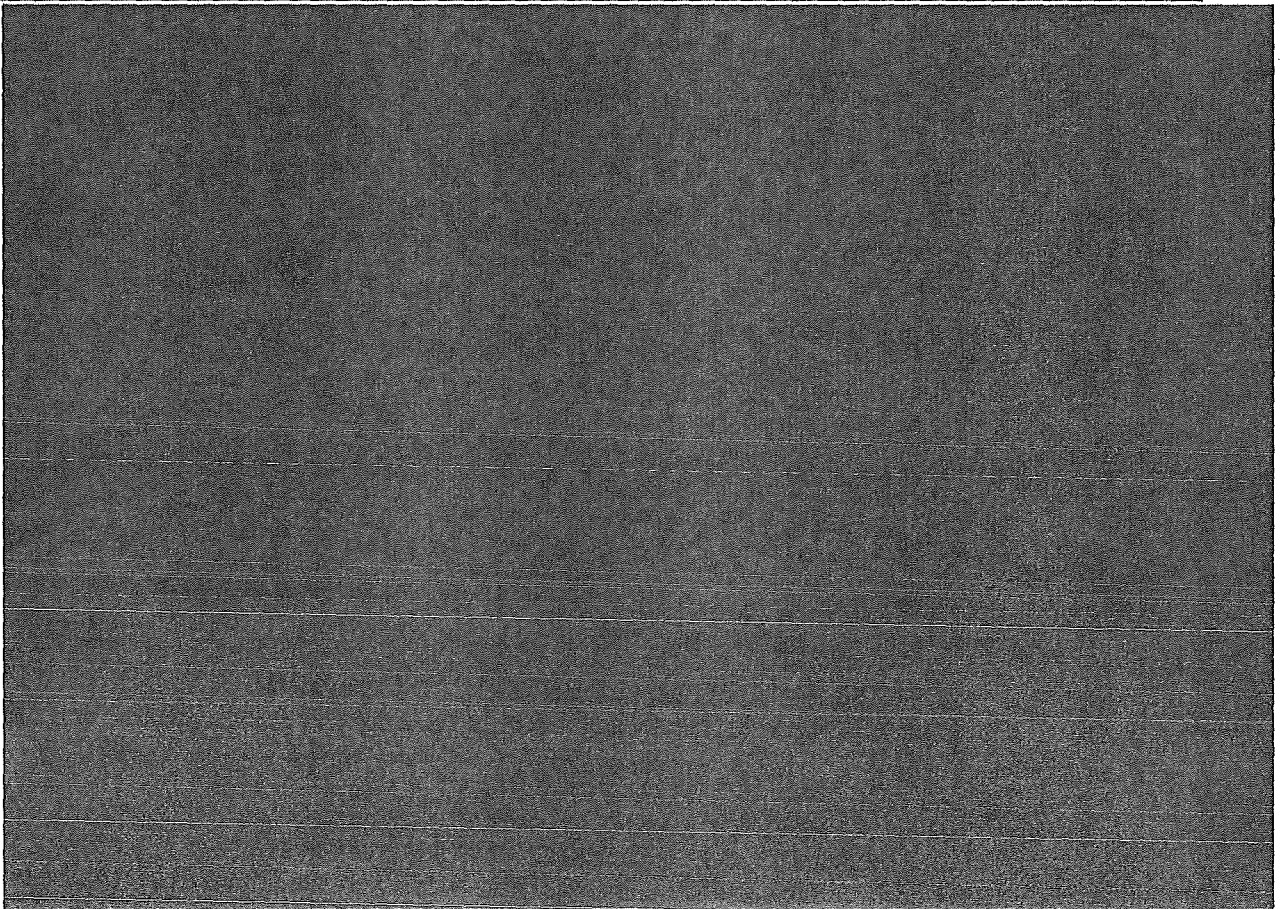
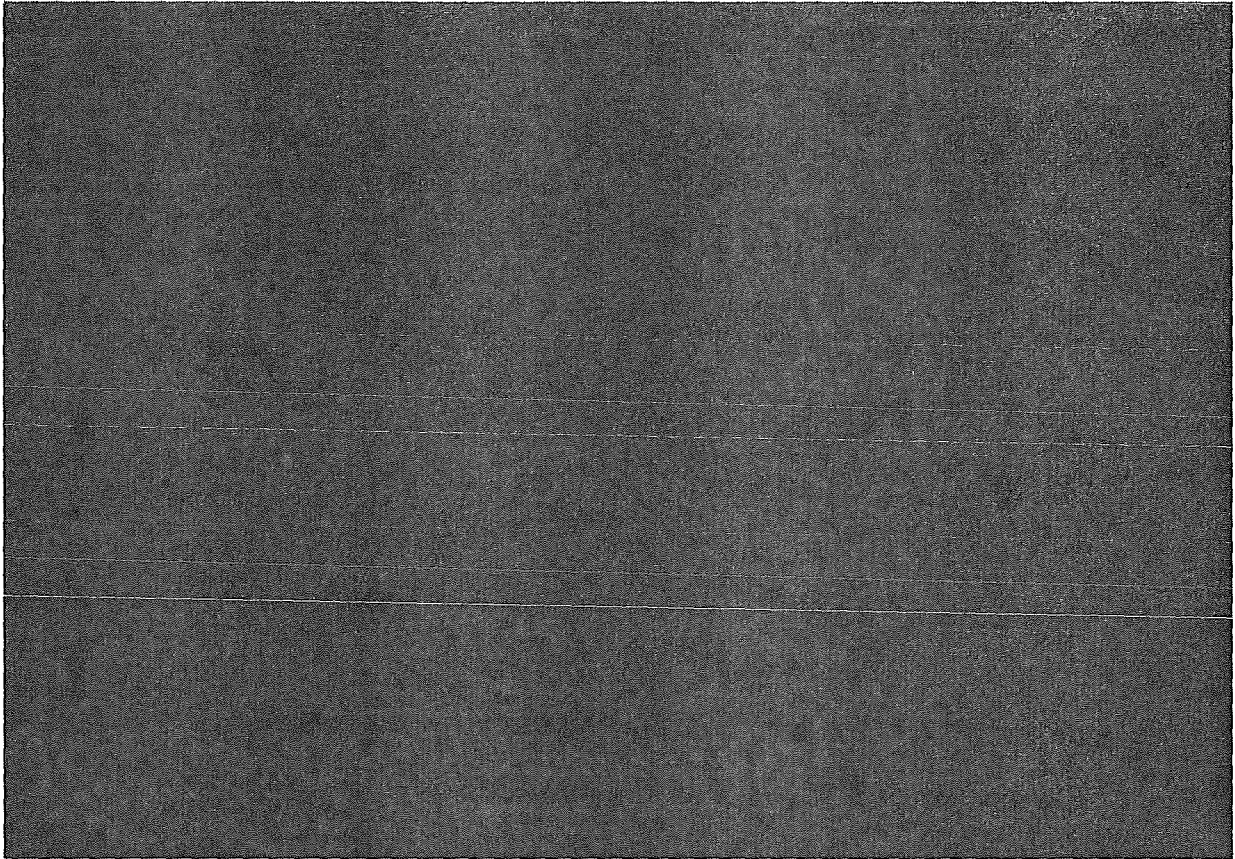
On Jul 1, 2019, at 9:59 PM, Schneider, Dylan (HOM) <dylan.schneider@sfgov.org> wrote:

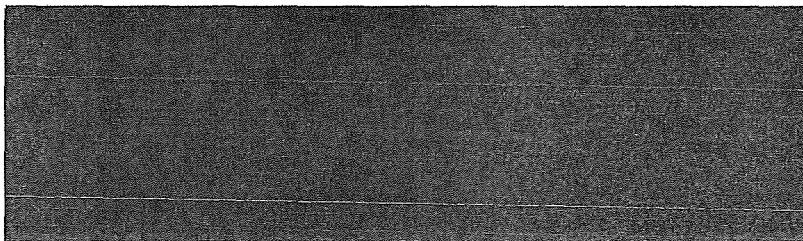
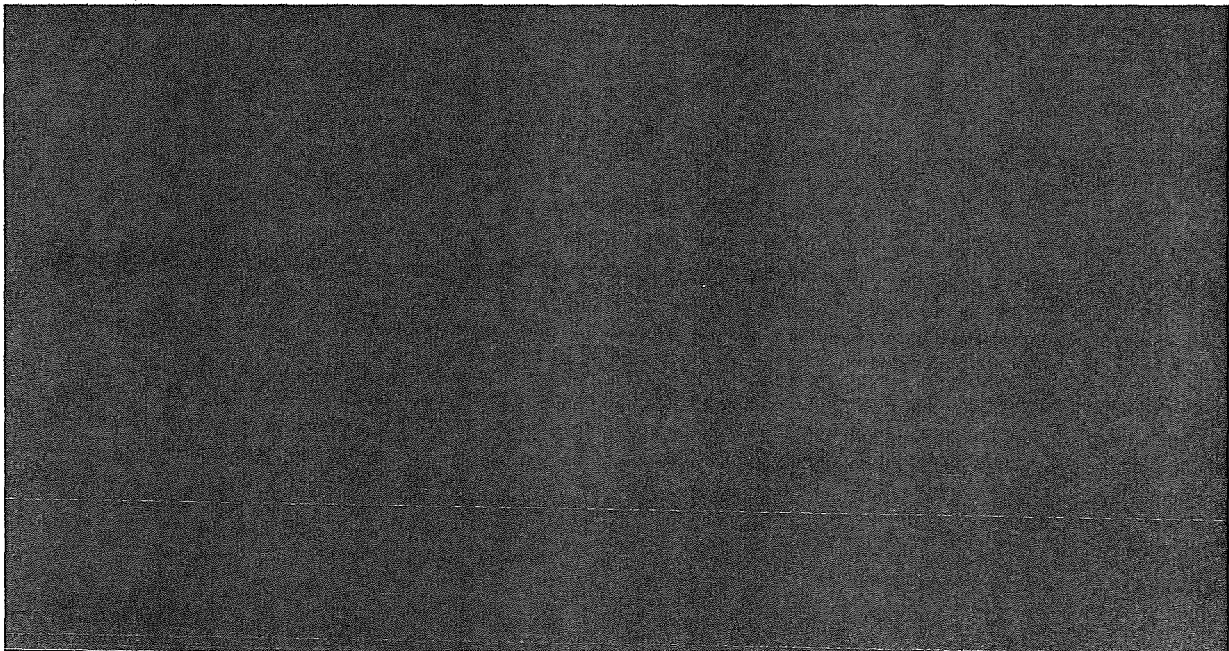
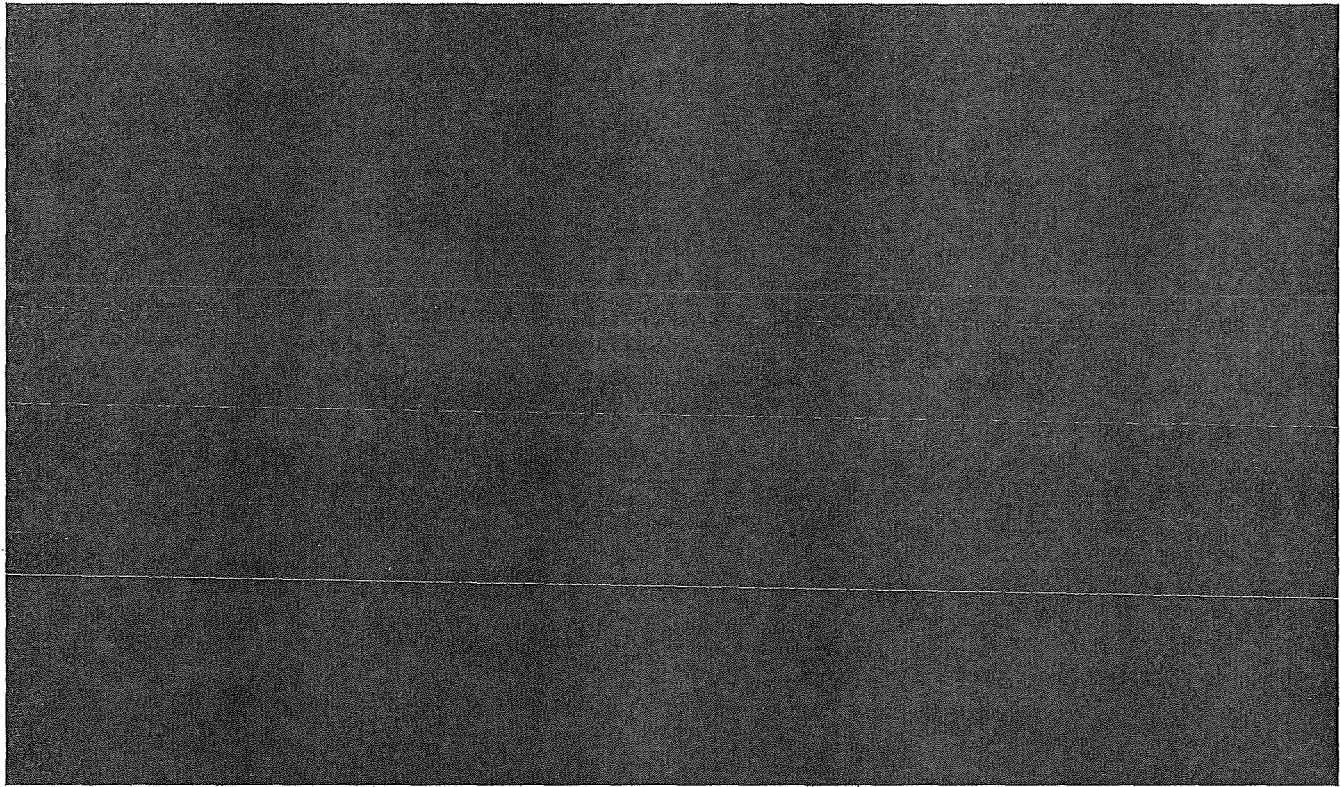


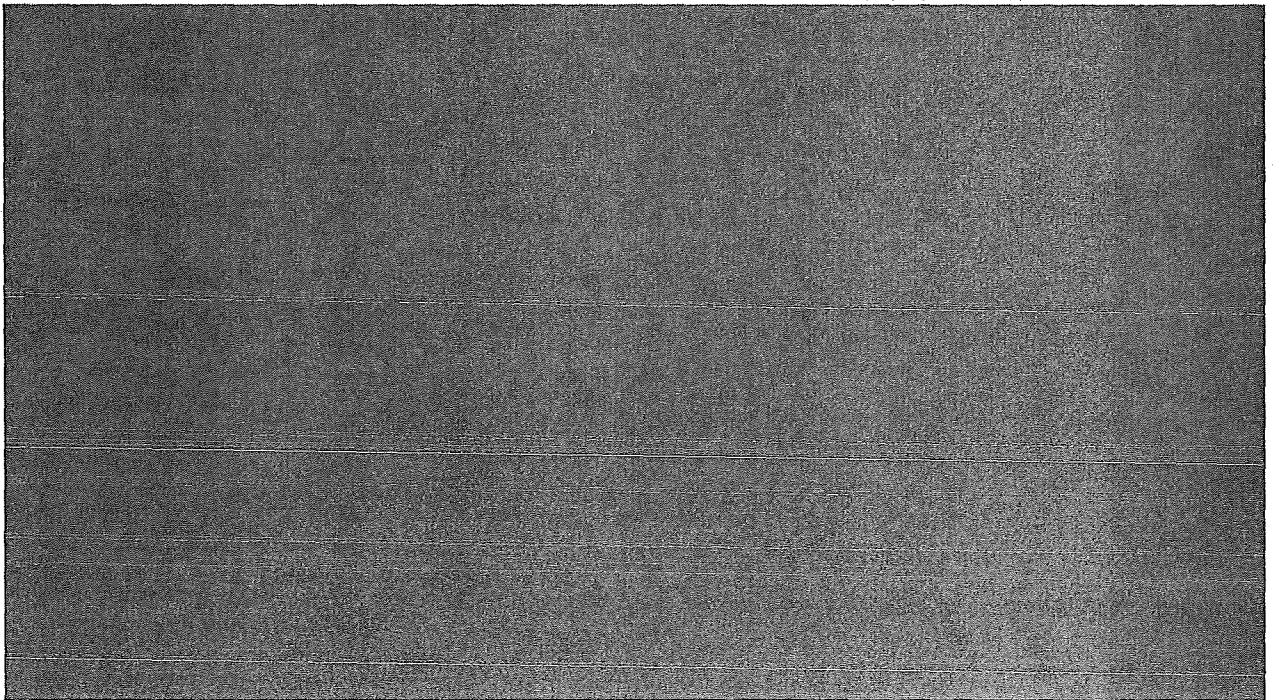
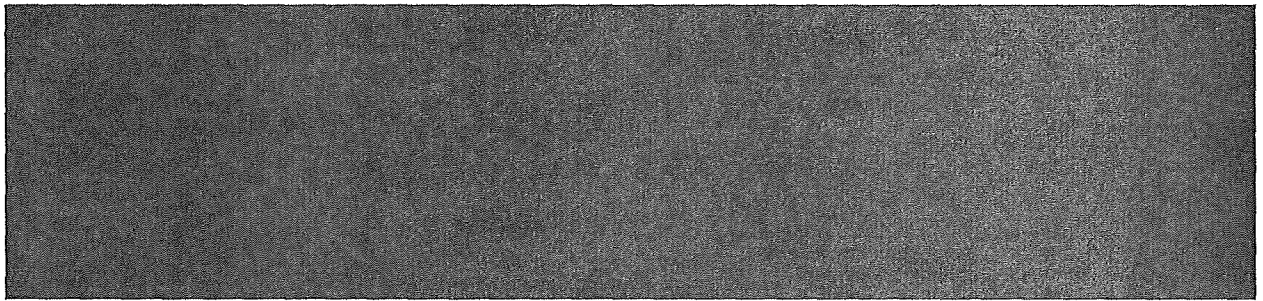
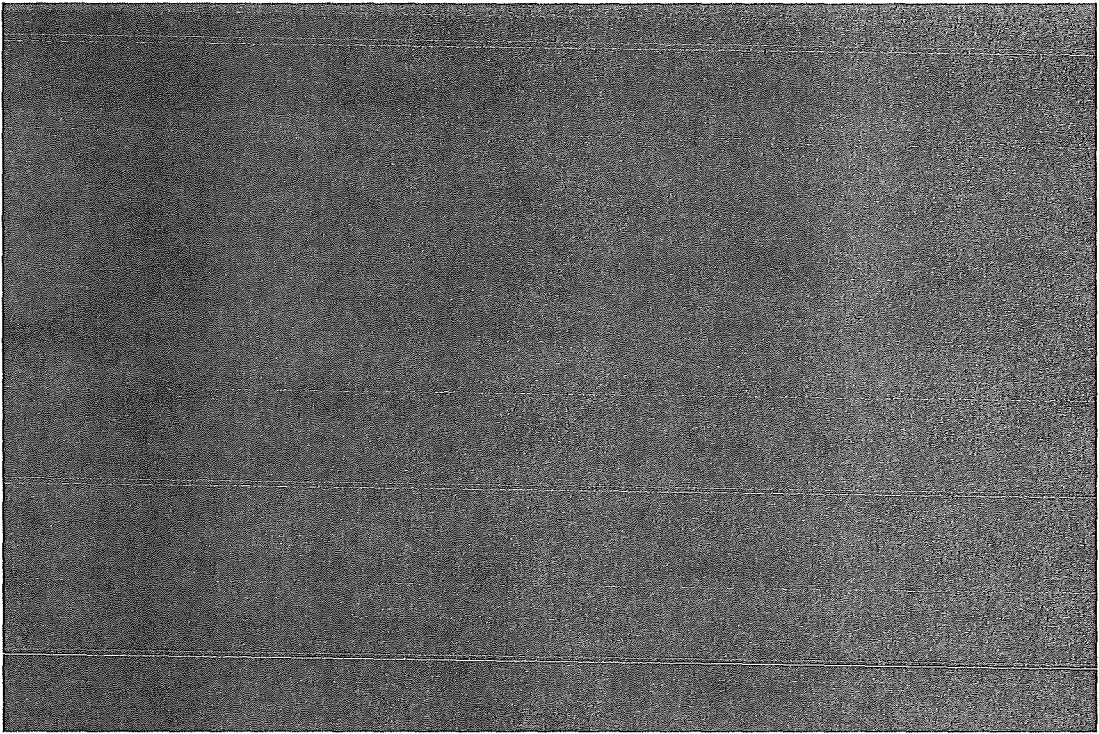


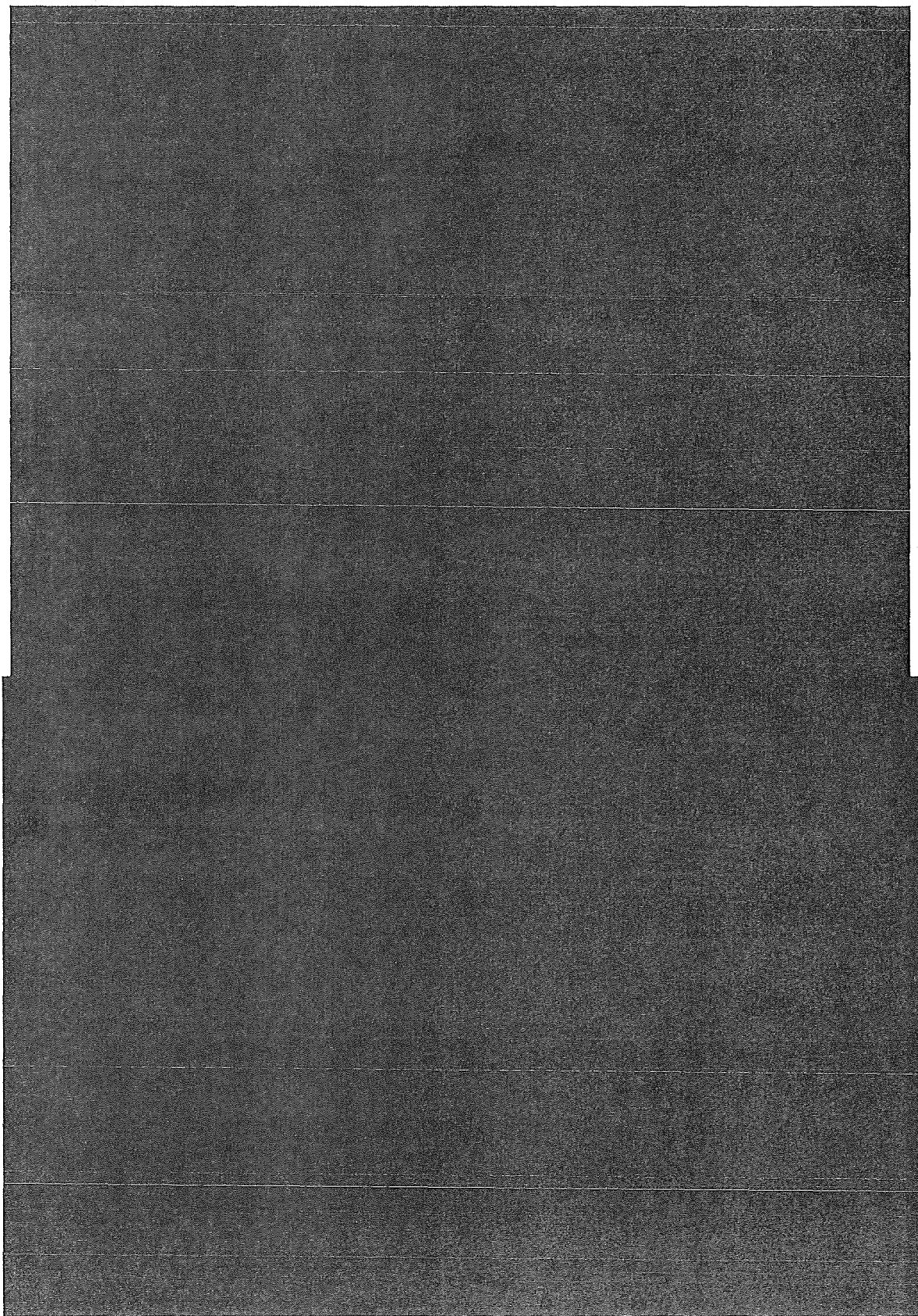


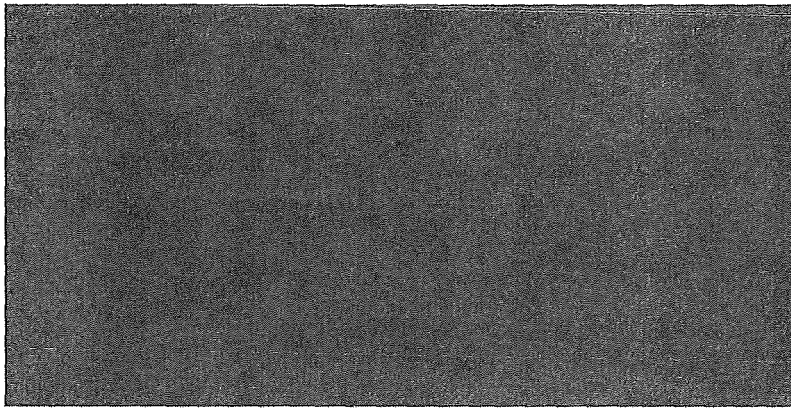












From: Bruss, Andrea (MYR)
To: Power, Andres (MYR)
Subject: FW: Thank you! + Resume
Date: Tuesday, July 02, 2019 11:31:02 AM
Attachments: [REDACTED] Resume.pdf

[REDACTED] is going to apply for the open budget office position, but you may want to also see if he is a good fit for your team. He comes recommended from his time in the Controller's Office.

From: [REDACTED]
Sent: Tuesday, July 02, 2019 11:03 AM
To: Bruss, Andrea (MYR) <andrea.bruss@sfgov.org>
Subject: Thank you! + Resume

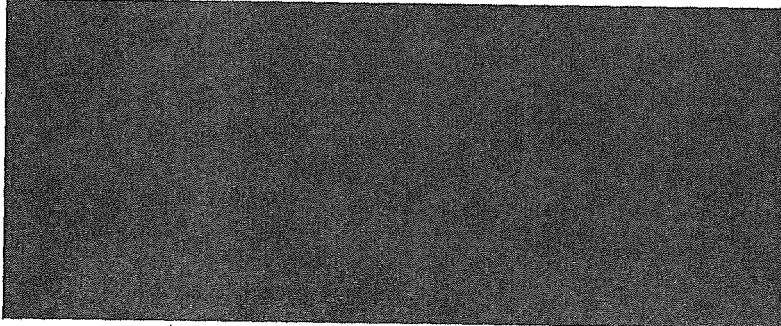
This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Andrea,

Thank you very much for taking the time to chat and offering to forward my resume to folks. Please see my attached resume.

Please let me know if there is anything else I can provide.

Best,



From: Arce, Joshua (ECN)
To: Power, Andres (MYR)
Cc: Torres, Joaquin (ECN)
Subject: FW: Thank You!
Date: Tuesday, July 02, 2019 11:56:58 AM

FYI - closing the loop on this request from the Veterans Summit

From: Arce, Joshua (ECN)
Sent: Tuesday, July 2, 2019 11:56 AM
To: David Chasteen [REDACTED]
Cc: Torres, Joaquin (ECN) <joaquin.torres@sfgov.org>; Nim, Ken (ECN) <ken.nim@sfgov.org>; Lam, Byron (ECN) <byron.lam@sfgov.org>; Dostal, Viktoriya (ECN) <Viktoriya.Dostal@sfgov.org>; Rice, Lowell (ECN) <lowell.rice@sfgov.org>; Callahan, Micki (HRD) <micki.callahan@sfgov.org>; Howard, Kate (HRD) <kate.howard@sfgov.org>; Biasbas, Anna (HRD) <anna.biasbas@sfgov.org>
Subject: RE: Thank You!

Thank you again Commissioners. Apologies for the delay but we wanted to be very thorough with respect to your request, working with our partners at the Department of Human Resources.

Thank you again Director Callahan, Kate and Anna.

Commissioners, Anna Biasbas, DHR Director of Employment Services, was able to work with her Team to provide the following response (thank you once again):

| Year Applied | Received Vet Points (Regular or Disabled) | Received Disabled Vet Points | Total Who Received Vet Points and Were Hired | Total Who Were Hired and Had Received Disabled Vet Points | Total Number of Applicants for Permanent Recruitment |
|--------------|---|------------------------------|--|---|--|
| 2017 | 253 | 55 | 56 | 12 | 65,623 |
| 2018 | 255 | 66 | 35 | 8 | 73,936 |

Please let us know if you would like further background and context, or any follow up questions you may have. We look forward to our continued work together on the items that we discussed at the Veterans' Summit.

Josh

From: David Chasteen [REDACTED]
Sent: Wednesday, June 12, 2019 10:53 PM

EXHIBIT E



Tyronne Jue
Tap here for settings



WED, MAY 22

Did you talk to Ed Reiskin about LCFS? Want to confirm before sending out memo.

MAY 22 5:27 PM

No, a bunch of other stuff. Sorry

MAY 22 5:42 PM



No worries. I can hold off on sending the memo until tomorrow. If you can confirm that you generally approve I can move the item forward with Ed/Harlan.

MAY 22 5:46 PM

I approve

MAY 22 5:46 PM



Ok. Thanks.

MAY 22 5:49 PM

FRI, JUN 14



New Message



EXHIBIT F

Subject: California Public Records Act Request: Custodian of Records Working Group - Immediate Discl...



Dear Office of the Mayor ,

This is a new Immediate Disclosure Request under the San Francisco Sunshine Ordinance, made before start of business August 22, 2019.

** Please redact your responses correctly! This is a public mailbox, and all of your responses (including emails, attachments, file shares, and the disclosed records) may be automatically and instantly available to the general public on the MuckRock.com service used to issue this request (though I am not a MuckRock representative). Once you send them to us, there's no going back.
**

The audio record of the August 7 SOTF meeting appears to reference a "Custodian of Records Working Group" (aka "Custodian Working Group", called the "Group" below) of public employees attempting to, among other things, lobby (in a colloquial sense), via a letter, the SOTF to impose certain suggestions or restrictions on the behavior of the public. Perhaps my impression is incorrect; I would like to know more.

I request under the San Francisco Sunshine Ordinance (Ordinance) and the California Public Records Act (CPRA):

1. IMMEDIATE DISCLOSURE REQUEST: all agendas (draft or final) of meetings of the Group
2. IMMEDIATE DISCLOSURE REQUEST: all minutes (draft or final) of meetings of the Group
3. IMMEDIATE DISCLOSURE REQUEST: all listings of the membership/roster of the Group
4. regular request: all supporting documentation used at meetings of the Group
5. IMMEDIATE DISCLOSURE REQUEST: all records showing any budget allocations or other financial support given to the Group
6. regular request: all records that would demonstrate the public monies being used to support the activities of the Group (including showing the time spent by public employees performing Group work, for example calendar/schedule items showing when the meetings took place and who attended). Ms. Blackman said [in the Aug 7 SOTF audio record] that the signers spent "quite a lot of time" was spent writing this letter. Provide all records showing what public employee work time was spent writing this letter.
7. IMMEDIATE DISCLOSURE REQUEST: all records related to the attempt to lobby the Sunshine Ordinance Task Force to change their rules or procedures, including but not limited to the letter discussed at the SOTF Aug 7 meeting. Including a copy of the letter and all drafts or other versions of this letter.
8. regular request: all correspondence between your Compliance Officer and/or Custodian of Records and/or Public Records Manager and the Group as an entity
9. regular request: all correspondence between your Compliance Officer and/or Custodian of Records and/or Public Records Manager and any of { David Steinberg, Sue Blackman, Hank Heckel, Caroline Celaya, Marianne Mazzucco-Thompson } since Jan. 1, 2019.
10. regular request: Ms. Celaya stated [in the Aug 7 SOTF audio record] that certain best practices have been generated. Provide all policies/best practices written by the Group.

We remind you of your obligations to provide electronic records in any format we request them in, as long as either you hold them in that format, the format is available to you, or the format is easy to generate (Admin Code 67.21(l)). Therefore, calendars exported in the .ics, iCalendar, or vCard formats ("A") and emails exported in the .eml or .msg formats ("B") with all non-exempt headers, metadata, attachments, etc. are our desired formats. Such formats are easily exportable from Google Calendar/Gmail, Microsoft Outlook, Microsoft Exchange or other common calendaring/email systems. However, if you choose to convert electronic calendar items, for

example, to PDF or printed format, to easily redact them, you must ensure that you have preserved the full content of the original calendar item record (as specified in requests 1 and 2), which contains many detailed headers beyond the ones generally printed out. If you provide PDFs or printed items with only a few of the headers or lacking attachments/images, and therefore withhold the other headers/attachments without justification, you may be in violation of SF Admin Code 67.21, 67.26, 67.27, Govt Code 6253(a), 6253.9, and/or 6255, and we may challenge your decision. We *do not* waive the requirement of 67.21(l) discussed above, and are merely instructing you to preserve information even if you provide to us the undesirable PDF format.

For word processing documents, either .docx or .pdf formats are fine. For physical items, scanning to PDF format is acceptable.

For this request, we are asking for a City of San Jose v Superior Court (2017) search be performed of the Compliance Officer/Custodian of Records/Public Records Manager and all other members of your department's staff who are a member of or have ever attended the Group, such that each such employee either provide all records responsive to this request present on their personal accounts/devices/property (solely to the extent the record or portion thereof relates to the public's business), or provide a declaration/affidavit that no such records exist. All such affidavits/declarations are also requested as responsive records to this request. Please handle the government account record search as an immediate disclosure search, and the personal search under regular timelines.

Please provide only those copies of records available without any fees. If you determine certain records would require fees, please instead provide the required notice of which of those records are available and non-exempt for inspection in-person if we so choose.

I look forward to your immediate disclosure.

Sincerely,
Anonymous

EXHIBIT G

From: Office of the Mayor

08/23/2019

Subject: Request re Custodians Working Group



Dear Anonymous,

This is in response to your request below received by the Office of the Mayor on August 22, 2019. Please see attached responsive records located in the Office of the Mayor responsive to items 1 and 2. Please note that we have not located records responsive to items 3, 5 or 7.

The responsive information attached has been provided in a PDF format for its ease of transferability and accessibility, consistent with Cal. Gov. Code 6253.9(a)(1). Metadata from any native format has not been provided to avoid risks to the security and integrity of the original record as well as the city's data and information technology systems and to avoid the release of exempt confidential or privileged information. See Cal. Gov. Code 6253.9 (f) and 6254.19. The PDF format ensures the security and integrity of the original record as well as the security and integrity of the city's data and information technology systems.

Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco
(415) 554-4796

EXHIBIT H

Heckel, Hank (MYR)

From: Steinberg, David (DPW)
Sent: Wednesday, April 10, 2019 12:06 PM
To: Kilshaw, Rachael (POL); Blackman, Sue (LIB); Patterson, Kate (ART); Valdez, Anthony (ENV); Miree, David (HRC); Ah Nin, Derek (ASR); Christensen, Diana (ADM); Gavin, John (ECN); Wiggins, Matthew (CON); Madjus, Lily (DBI); Strawn, William (DBI); Zamora, Francis (DEM); Jones, Lauren (TIS); Martin, Renee (PRT); Pawlowsky, Eric (REC); Patel, Nikesh (DAT); GÚZMAN, ANDREA (CAT); Repolá, Linda (ADM); Gard, Susan (HRD); Flannery, Eugene (MYR); Peters, Michelle (PUC); McClain, Thomas (ETH); Buckley, Theresa (TTX); Chu, Lucy (FIR); Ionin, Jonas (CPC); Boomer, Roberta (MTA); Barnes, Bill (ADM); Tucker, John (FIR); Rudakov, Vladimir (HSA); Pang, Ken (HSA); Lin-Wilson, Tiffany (REC); Heckel, Hank (MYR); Woo, Gloria (MYR); Armanino, Darlene (RET); Ng, Wilson (BOS); mpowers@famsf.org; Patino, Andres-Lopez (REC)
Subject: Custodians of Record meeting

Hi all,

We had tentatively settled on April for our next quarterly meeting, but things have gotten delays. There are a number of issues that I think we should discuss and possibly weigh in on before the Sunshine Ordinance Task Force. Among them:

- The SOTF hasn't responded to the December letter signed by a number of custodians.
- The SOTF has recently expressed the opinion that custodians should not be redacting personally identifiable information from records released to the public. A committee hearing was supposed to further explore this issue.
- Plans to expand NextRequest to additional departments.
- DT has expressed an interested in hosting a demo about archiving social media activity.

Are there other issues that we should discuss, and is anyone able to host a meeting? (Disclosure: I'll be very busy until the first full week of May, after Public Works Week.)

Thanks,

David A. Steinberg



Custodian of Records & Executive Assistant to the Director
San Francisco Public Works | City and County of San Francisco
City Hall, Room 348 - 1 Dr. Carlton B. Goodlett Pl. | San Francisco, CA 94102 | (415) 554-6950
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For public records requests, please go to sfpublicworks.org/records.

Heckel, Hank (MYR)

From: Steinberg, David (DPW)
Sent: Tuesday, November 13, 2018 10:36 AM
To: Steinberg, David (DPW); Doug Yakel (AIR); Vien, Veronica (DPH); Yim, Tiffany (DPH); Silva, Christine (CPC); Quezada, Randolph (HOM); Celaya, Caroline (MTA); Kilshaw, Rachael (POL); Blackman, Sue (LIB); Patterson, Kate (ART); Valdez, Anthony (ENV); Miree, David (HRC); Ah Nin, Derek (ASR); Christensen, Diana (ADM); Gavin, John (ECN); Wiggins, Matthew (CON); Strawn, William (DBI); Zamora, Francis (DEM); Jones, Lauren (TIS); Martin, Renee (PRT); Pawlowsky, Eric (REC); Patel, Nikesh (DAT); GUZMAN, ANDREA (CAT); Repola, Linda (ADM); Gard, Susan (HRD); Flannery, Eugene (MYR); Peters, Michelle (PUC); McClain, Thomas (ETH); Buckley, Theresa (TTX); Chu, Lucy (FIR); CPC-RecordRequest; Son, Chanbory (CPC); Ionin, Jonas (CPC); Boomer, Roberta (MTA); Jacobson, Caitlin (ADM); Barnes, Bill (ADM); Tucker, John (FIR); Rudakov, Vladimir (HSA); Pang, Ken (HSA); Lin-Wilson, Tiffany (REC); Heckel, Hank (MYR); Armanino, Darlene (RET); Ng, Wilson (BOS)
Subject: Update on Custodians letter to Sunshine Ordinance Task Force
Attachments: Sunshine Working Group Letter_10-24-18.docx

Dear Custodians,

Thanks to everyone who has agreed to sign the letter that has been drafted by the Custodians of Record Working Group. A quick update:

- So far, representatives from 11 departments have agreed to sign the letter, including most recently the **Mayor's Office** and the **Office of the City Administrator**.
- Several people said they want to sign but haven't yet received an OK from a supervisor, so please send me an update.
- My goal would be to send this letter by the end of this week so it arrives before the Thanksgiving holiday and before the next task force meeting.
- If you know of other custodians who are not on our mailing list, please forward their contact information to me so I can loop them in.
- The plan we discussed was to include the names and departments of everyone signing the letter, with copies to the unions representing those individuals. I will confirm with every "Yes" to verify how you want your name to be listed and to find out which union should be copied.

Please let me know if anyone has additional questions or comments. I'm attaching the "final" version of the letter that has been approved. Don't forget, we also are looking for a host for our next meeting, which should be in December.

Regards,

David A. Steinberg

Custodian of Records & Executive Assistant to the Director

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DATE

Members of the Sunshine Ordinance Task Force
1 Dr. Carlton B. Goodlett Place
City Hall Room 244
San Francisco, CA 94102

Dear Honorable Members of the Sunshine Ordinance Task Force:

We are writing to let you know that since fall 2017, City and County of San Francisco (City) employees who serve as Custodians of Records for their respective agencies have been meeting to share best practices in responding to Sunshine requests.

The Custodians of Record Working Group is committed to open and transparent government, and to providing the best possible customer service to all members of the public. We meet quarterly to: share promising practices; discuss ways we can improve the customer experience; collectively work through issues we face in our roles; and ensure consistency throughout all City departments in how we comply with the Sunshine Ordinance.

Our group recognizes the important role the Sunshine Ordinance Task Force plays with regard to ensuring compliance, and appreciates the work of the Task Force. In the spirit of partnering to ensure that good work can continue, as a group, we would like ~~are compelled to~~ communicate that several members have raised concerns about disturbing behavior from the public during the hearings. These behaviors include: being heckled during testimony; being videotaped at uncomfortably close proximity; having objects thrown during testimony; name-calling; and being the recipients of angry, demeaning, and sometimes threatening comments and gestures.

We feel that sSuch behaviors are abusive and stressful, and create a very uncomfortable environment. If we engaged in these behaviors as City employees we would be in violation of the City's "Policy Regarding the Treatment of Co-Workers and Members of the Public," which states:

City policy requires employees to treat co-workers and members of the public with courtesy and respect. City employees and managers are responsible for maintaining a safe and productive workplace which is free from inappropriate workplace behavior.

The City's "Policy Prohibiting Employee Violence in the Workplace" also states:

Violence includes any conduct, verbal or physical, which causes another to reasonably fear for his or her own personal safety or that of his or her family, friends, associates, or property.

We respectfully request that the Task Force consider ways to better ~~do more to~~ enforce order and establish a professional and collegial tone during its hearings.

We can point to several policy bodies as good examples of setting an expectation of decorum at their meetings. For example, the Ethics Commission includes the following language on every agenda:

The Ethics Commission encourages and promotes integrity in government by education and example and is committed to treating all staff, members of the public, and colleagues with courtesy, respect, objectivity and fairness. Ethics Commission By-Laws Article XI Sec. 1. Members of the public who attend commission meetings are also expected to behave responsibly and respectfully. Persons who engage in name-calling, shouting, interruption, or other distracting behavior may be asked to leave. The following behaviors or activities are strictly prohibited inside the hearing room: applause or vocal expression of support or opposition; eating or drinking; signs regardless of content or message; profanity; physical aggression. The prohibition on signs does not apply to clothing, which includes signage pinned to clothing, messages displayed on clothing, pins, hats, or buttons. If the Chair is unable to obtain voluntary compliance, he may seek assistance from the sheriff's Deputy on call. This provision supplements the rules and policies adopted by City Hall, the Sheriff's Office, or the Board of Supervisors related to decorum, prohibited conduct or activities, noise, etc. and is not meant to be exhaustive.

We hope the Task Force will adopt a similar policy, and ask that this policy be read aloud at SOTF hearings.

Thank you in advance for giving our feedback consideration. Again, we have great respect for the important function of the Task Force and would be happy to meet with the SOTF Chair and Vice Chair to further discuss our concerns.

We look forward to working with you and to ensuring an open and transparent government for all.

Sincerely,

Name, department

Name, department

cc: Mayor London Breed; Board of Supervisors President Malia Cohen; Supervisors Sandra Lee Fewer, Catherine Stefani, Aaron Peskin, Katy Tang, Vallie Brown, Jane Kim, Norman Yee, Rafael Mandelman, Hillary Ronen and Asha Safai

Heckel, Hank (MYR)

From: Steinberg, David (DPW)
Sent: Friday, April 26, 2019 10:49 AM
To: Steinberg, David (DPW); Doug Yakel (AIR); Vien, Veronica (DPH); Yim, Tiffany (DPH); Silva, Christine (CPC); Celaya, Caroline (MTA); Kilshaw, Rachael (POL); Blackman, Sue (LIB); Patterson, Kate (ART); Valdez, Anthony (ENV); Miree, David (HRC); Ah-Nin, Derek (ASR); Christensen, Diana (ADM); Gavin, John (ECN); Wiggins, Matthew (CON); Madjus, Lily (DBI); Strawn, William (DBI); Zamora, Francis (DEM); Jones, Lauren (TIS); Martin, Renee (PRT); Pawlowsky, Eric (REC); Patel, Nikesh (DAT); GUZMAN, ANDREA (CAT); Repola, Linda (ADM); Gard, Susan (HRD); Flannery, Eugene (MYR); Peters, Michelle (PUC); McClain, Thomas (ETH); Buckley, Theresa (TTX); Chu, Lucy (FIR); Ionin, Jonas (CPC); Boomer, Roberta (MTA); Barnes, Bill (ADM); Tucker, John (FIR); Rudakov, Vladimir (HSA); Pang, Ken (HSA); Lin-Wilson, Tiffany (REC); Heckel, Hank (MYR); Armanino, Darlene (RET); Ng, Wilson (BOS); mpowers@famsf.org; Patino, Andres-Lopez (REC); Woo, Gloria (MYR)
Subject: Next Custodians meeting + SOTF response to letter

Hi all,

Was anyone aware that the SOTF Rules Committee met March 26 and discussed the letter that many of us sent regarding decorum and conduct at meetings? A draft code of conduct is being worked on and will be referred to the full task force. More info here: https://sfgov.org/sunshine/sites/default/files/rules_032619_minutes.pdf. I know Bill Barnes was going to reach out to the SOTF administrator, so maybe we can get more information and we can discuss this at our May meeting.

Regards,

David A. Steinberg



Custodian of Records & Executive Assistant to the Director
San Francisco Public Works | City and County of San Francisco
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Heckel, Hank (MYR)

From: Steinberg, David (DPW)
Sent: Tuesday, May 14, 2019 9:57 AM
To: Steinberg, David (DPW); Doug Yakel (AIR); Vien, Veronica (DPH); Yim, Tiffany (DPH); Silva, Christine (CPC); Celaya, Caroline (MTA); Kilshaw, Rachael (POL); Blackman, Sue (LIB); Patterson, Kate (ART); Valdez, Anthony (ENV); Miree, David (HRC); Ah Nin, Derek (ASR); Christensen, Diana (ADM); Gavin, John (ECN); Madjus, Lily (DBI); Strawn, William (DBI); Zamora, Francis (DEM); Jones, Lauren (TIS); Martin, Renee (PRT); Pawlowsky, Eric (REC); Patel, Nikesh (DAT); GUZMAN, ANDREA (CAT); Repola, Linda (ADM); Gard, Susan (HRD); Flannery, Eugene (MYR); Peters, Michelle (PUC); McClain, Thomas (ETH); Buckley, Theresa (TTX); Chu, Lucy (FIR); Ionin, Jonas (CPC); Boomer, Roberta (MTA); Barnes, Bill (ADM); Tucker, John (FIR); Rudakov, Vladimir (HSA); Pang, Ken (HSA); Lin-Wilson, Tiffany (REC); Heckel, Hank (MYR); Armanino, Darlene (RET); Ng, Wilson (BOS); mpowers@famsf.org; Patino, Andres-Lopez (REC); Woo, Gloria (MYR)
Subject: Custodians meeting today

Hi all,

Looking forward to seeing everyone and having a productive discussion. One thing I'd like to add to the agenda if there's time is related to records retention and email. Our department is considering instituting some sort of automatic deletion policy and I'd like to know what experience others may have with this idea.

Thanks,

David A. Steinberg

Custodian of Records & Executive Assistant to the Director

San Francisco Public Works - | City and County of San Francisco

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Heckel, Hank (MYR)

From: Steinberg, David (DPW)
Sent: Tuesday, July 23, 2019 11:59 AM
To: Steinberg, David (DPW); Vien, Veronica (DPH); Yim, Tiffany (DPH); Silva, Christine (CPC); HSHSunshine; Celaya, Caroline (MTA); Kilshaw, Rachael (POL); Blackman, Sue (LIB); Patterson, Kate (ART); Valdez, Anthony (ENV); Miree, David (HRC); Ah Nin, Derek (ASR); Alberto, Justine Eileen (ADM); Gavin, John (ECN); Torre, Rosanne (CON); Madjus, Lily (DBI); Strawn, William (DBI); Zamora, Francis (DEM); Jones, Lauren (TIS); Quezada, Randolph (PRT); Pawlowsky, Eric (REC); Patel, Nikesh (DAT); Guzman, Andrea (CAT); Repola, Linda (ADM); Gard, Susan (HRD); Flannery, Eugene (MYR); Peters, Michelle (PUC); McClain, Thomas (ETH); Buckley, Theresa (TTX); Chu, Lucy (FIR); Ionin, Jonas (CPC); Boomer, Roberta (MTA); Barnes, Bill (ADM); Tucker, John (FIR); Rudakov, Vladimir (HSA); Pang, Ken (HSA); Lin-Wilson, Tiffany (REC); Heckel, Hank (MYR); Ng, Wilson (BOS); mpowers@famsf.org; Armanino, Darlene (RET); Woo, Gloria (MYR); Thompson, Marianne (ECN); Doug Yakel (AIR); Patino, Andres-Lopez (REC)
Subject: SOTF & Custodians letter

Hi all,

In case you didn't listen to last week's task force audio, the issue of the letter signed by many custodians requesting a code of conduct for SOTF meetings was discussed. It starts with a report by the Rules Committee, which decided there wasn't a need for a code of conduct. The discussion that followed was interesting and the bottom line is that the task force will be inviting the custodians to attend the Aug. 7 SOTF meeting to discuss the issue.

Some interesting take-aways:

- Chairman Wolfe noted that the letter from the custodians has some gravity because of the number of signatures.
- He also pointed out that some staff (he specifically mentioned Kate's colleague from the Arts Commission) refuse to attend hearings because they feel attacked and disparaged.
- He opined that if the task force doesn't allow the custodians to speak about the issue, the task force would likely be hearing from our unions next.
- Another member pointed out that if they don't let the custodians come in and present, they would be reinforcing the bias that people feel exists.

You can listen starting at about 5:31: http://sanfrancisco.granicus.com/MediaPlayer.php?view_id=95&clip_id=33669.



David A. Steinberg

Custodian of Records & Executive Assistant to the Director

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Heckel, Hank (MYR)

From: Steinberg, David (DPW)
Sent: Friday, August 09, 2019 12:14 PM
To: Steinberg, David (DPW); Doug Yakel (AIR); Vien, Veronica (DPH); Yim, Tiffany (DPH); Silva, Christine (CPC); HSHSunshine; Celaya, Caroline (MTA); Kilshaw, Rachael (POL); Blackman, Sue (LIB); Patterson, Kate (ART); Valdez, Anthony (ENV); Miree, David (HRC); Ah Nin, Derek (ASR); Alberto, Justine Eileen (ADM); Gavin, John (ECN); Torre, Rosanne (CON); Madjus, Lily (DBI); Strawn, William (DBI); Zamora, Francis (DEM); Jones, Lauren (TIS); Quezada, Randolph (PRT); Pawlowsky, Eric (REC); Patel, Nikesh (DAT); Repola, Linda (ADM); Gard, Susan (HRD); Flannery, Eugene (MYR); Peters, Michelle (PUC); McClain, Thomas (ETH); Buckley, Theresa (TTX); Chu, Lucy (FIR); Ionin, Jonas (CPC); Boomer, Roberta (MTA); Barnes, Bill (ADM); Tucker, John (FIR); Rudakov, Vladimir (HSA); Pang, Ken (HSA); Lin-Wilson, Tiffany (REC); Heckel, Hank (MYR); Armanino, Darlene (RET); Ng, Wilson (BOS); mpowers@famsf.org; Patino, Andres-Lopez (REC); Woo, Gloria (MYR); Thompson, Marianne (ECN)
Subject: Custodians Working Group & SOTF

Hi all,

For those of you who weren't able to attend, the SOTF spent almost an hour discussing the letter that was signed by a number of custodians asking that the Task Force adopt a code of conduct for meetings. Five of us spoke, including one custodian who hadn't even signed the letter. The others who were there can chime in, but I'd say that most members of the Task Force were resistant to adopting any rule that would prohibit personal attacks. The matter was referred back to the Rules Committee, which plans to take the issue up at its September meeting.

Given the sentiments voiced by Task Force members, it would be a good idea to meet before the September Rules meeting to plan our response. Caroline Celaya said the MTA could host our next quarterly meeting in September.

The audio here: <https://sfgov.org/sunshine/audio-archive-full-sotf>. The discussion about our letter and adopting a code of conduct starts at about 1:13. (The separate report from the Rules Committee chair at 4:53 notes that they intend to hold a September meeting.)

Regards,

David A. Steinberg

Custodian of Records & Executive Assistant to the Director

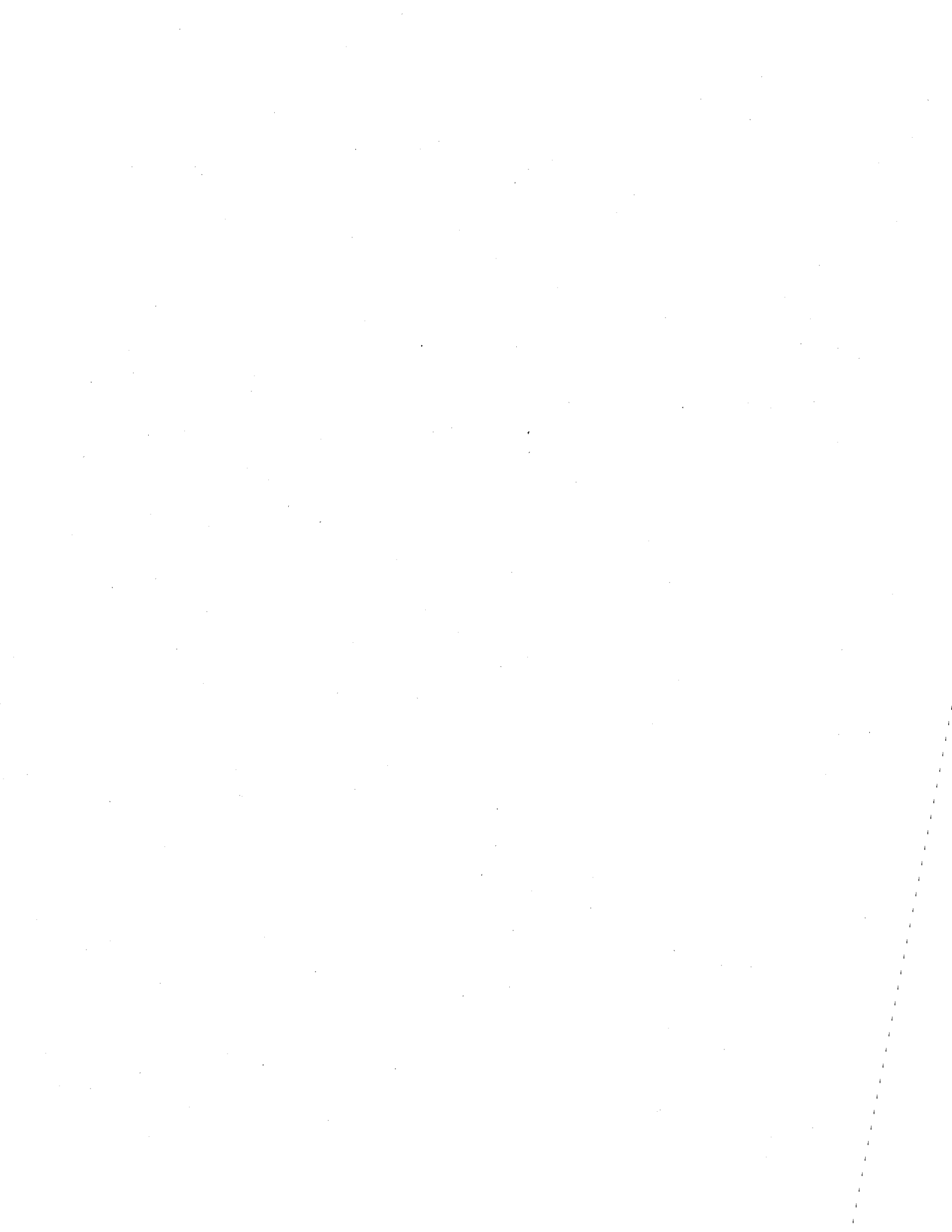
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Respondents Document Submission

Leger, Cheryl (BOS)

From: Heckel, Hank (MYR)
Sent: Tuesday, September 3, 2019 11:32 PM
To: SOTF, (BOS)
Cc: 76434-70600365@requests.muckrock.com
Subject: Re: SOTF - Complaint Filed with the Sunshine Ordinance Task Force - File No: 19091

Dear Members of the Task Force,

The complaint referenced below by Anonymous raises largely the same issues regarding metadata as an existing dispute with the same requestor. That complaint is File No. 19044. The Office of the Mayor hereby incorporates by reference, as if fully set forth herein, its response to that complaint, which is included in File No. 19044.

For the same reasons previously set forth in its response to File No. 19044, the Office of the Mayor respectfully submits that no violation has occurred. The new complaint File No. 19091 raises some additional issues to which the Office of the Mayor responds as follows:

1. Anonymous asserts that there has been a violation of SF Admin Code Sec. 67.29-7 requiring the keeping of records "in a professional and businesslike manner" based on the very limited usage of the texting app Signal. Anonymous complains that this app permits "encrypted and automatically-expiring communications". However, the communications at issue received by Anonymous were neither encrypted nor automatically deleted as demonstrated by the fact that Anonymous now possesses them. Some theoretical but not actually used functionality of a communications app cannot form the basis for a violation of 67.29-7 and Anonymous points to no such basis. Moreover, there is no authority cited for the proposition that 67.29-7 prohibits certain communications platforms or requires certain retention periods outside of the general orderly maintenance of documents in a manner that makes them presentable and organized.
2. Anonymous complains that the communications of "Senior Advisor to the Mayor on the Environment", Tyrone Jue, were omitted from production. Again, Anonymous received the communications in question on Signal from Sean Elsbernd which included the messages sent and received by Tyrone Jue. Tyrone Jue was not included in the larger communications audit because we understood Anonymous' request to be directed to the general "Senior Advisor to the Mayor" position, a title held only by Marjan Philhour, not Senior Advisors on certain policy areas. This is simply a misunderstanding and not an intentional withholding. If Anonymous wishes to include Mr. Jue in the request they may do so.
3. Anonymous asserts that the Office of the Mayor did not provide a basis for withholding certain metadata and redacted information. Regarding metadata and format we cited to Cal Gov Code 6253.9(a)(1) and 6253.9(f) and Anonymous discusses their objections to these grounds extensively here and in the file for complaint no. 19044. Anonymous is thus plainly aware of the basis for withholding, though disputes them. We rely on our previous arguments regarding these bases but there can be no question that Anonymous received notice of the basis for withholding. Regarding redactions for privacy, privilege and other bases, the attached files showing our initial responses to these requests show citations for various categories of withholding. If requestor seeks a key

matching specific redactions and bases we are happy to cooperate in working with requestor to provide this information and make the exemptions clearer.

For these reasons and those provided in response to File No. 19044, it is our position that no violation has occurred. Regarding the practices of other departments for certain requests regarding metadata cited herein by requestor, we do not agree that certain exceptions to the practice of withholding metadata to preserve the security and integrity of the network and computers of the city justifies abandoning such safeguards in all cases.

We are glad to further work with Anonymous to fulfill other aspects of this request including providing additional custodians as specified and further explaining any withholdings.

Regards,

Hank Heckel
Compliance Officer
Office of Mayor London N. Breed
City and County of San Francisco

From: SOTF, (BOS) <sotf@sfgov.org>
Sent: Monday, August 26, 2019 2:43 PM
To: Heckel, Hank (MYR) <hank.heckel@sfgov.org>; Breed, London (MYR) <london.breed@sfgov.org>; Breed, Mayor London (MYR) <mayorlondonbreed@sfgov.org>
Cc: 76434-70600365@requests.muckrock.com <76434-70600365@requests.muckrock.com>
Subject: SOTF - Complaint Filed with the Sunshine Ordinance Task Force - File No. 19091

Good Afternoon:

The Office of the Mayor has been named as a Respondent in the attached complaint filed with the Sunshine Ordinance Task Force. Please respond to the following complaint/request within five business days. **The Respondent is required to submit a written response to the allegations including any and all supporting documents, recordings, electronic media, etc., to the Task Force within five (5) business days of receipt of this notice.** This is your opportunity to provide a full explanation to allow the Task Force to be fully informed in considering your response prior its meeting.

Please include the following information in your response if applicable:

1. List all relevant records with descriptions that have been provided pursuant to the Complainant request.
2. Date the relevant records were provided to the Complainant.
3. Description of the method used, along with any relevant search terms used, to search for the relevant records.
4. Statement/declaration that all relevant documents have been provided, does not exist, or has been excluded.
5. Copy of the original request for records (if applicable).

Please refer to the File Number when submitting any new information and/or supporting documents pertaining to this complaint.

The Complainant alleges:
Complaint Attached.

Cheryl Leger
Assistant Clerk, Board of Supervisors
Tel: 415-554-7724



Click [here](#) to complete a Board of Supervisors Customer Service Satisfaction form.

The [Legislative Research Center](#) provides 24-hour access to Board of Supervisors legislation, and archived matters since August 1998.

Disclosures: Personal information that is provided in communications to the Board of Supervisors is subject to disclosure under the California Public Records Act and the San Francisco Sunshine Ordinance. Personal information provided will not be redacted. Members of the public are not required to provide personal identifying information when they communicate with the Board of Supervisors and its committees. All written or oral communications that members of the public submit to the Clerk's Office regarding pending legislation or hearings will be made available to all members of the public for inspection and copying. The Clerk's Office does not redact any information from these submissions. This means that personal information—including names, phone numbers, addresses and similar information that a member of the public elects to submit to the Board and its committees—may appear on the Board of Supervisors website or in other public documents that members of the public may inspect or copy.

Leger, Cheryl (BOS)

From: SOTF, (BOS)
Sent: Thursday, September 26, 2019 5:49 PM
To: 'Mo Green'; LAKE, JOSEPH (CAT); 'Cote, John (CAT)'; WALCZAK, KENNETH (CAT); Peters, Michelle (PUC); MICHAEL PETRELIS; Heckel, Hank (MYR); Breed, Mayor London (MYR); Elsbernd, Sean (MYR); '76434-70600365@requests.muckrock.com'; '79182-05441065@requests.muckrock.com'; D'Amato, Nina (TIS); Gerull, Linda (TIS)
Subject: SOTF - Updated Notice of Appearance - Complaint Committee; October 15, 2019 5:30 p.m.

Good Afternoon:

You are receiving this notice because you are named as a Complainant or Respondent in one of the following complaints scheduled before the Complaint Committee to: 1) hear the merits of the complaint; 2) issue a determination; and/or 3) consider referrals from a Task Force Committee.

Date: October 15, 2019

Location: City Hall, Room 408

Time: 5:30 p.m.

Complainants: Your attendance is required for this meeting/hearing.

Respondents/Departments: Pursuant to Section 67.21 (e) of the Ordinance, the custodian of records or a representative of your department, who can speak to the matter, is required at the meeting/hearing.

Complaints:

File No. 19084: Complaint filed by Mo Green against the City Attorney's Office for allegedly violating Administrative Code (Sunshine Ordinance), Sections 67.21 and 67.25, by failing to respond to a request for documents in a timely and/or complete manner.

File No. 19085: Complaint filed by Mo Green against the Public Utilities Commission for allegedly violating Administrative Code (Sunshine Ordinance), Sections 67.21 and 67.25, by failing to respond to a request for documents in a timely and/or complete.

File No. 19093: Complaint filed by Michael Petrelis against Mayor London Breed and the Office of the Mayor for allegedly violating Administrative Code, (Sunshine Ordinance) Sections 67.21 by failing to respond to a request for public records in a timely and/or complete manner.

File No. 19091: Complaint filed by Anonymous against Mayor London Breed, Hank Heckel and the Office of the Mayor for allegedly violating Administrative Code, (Sunshine Ordinance) Sections 67.21, 67.26, 67.27 and 67.29-7, by failing to respond to a request for public records in a timely and/or complete manner.

File No. 19094: Complaint filed by Anonymous against Linda Gerull and the Department of Technology for allegedly violating Administrative Code (Sunshine Ordinance), Sections 67.21, 67.25, 67.26 and 67.27 by failing to respond to a public records request in a timely and/or complete manner.

Documentation (evidence supporting/disputing complaint)

For a document to be considered, it must be received at least five (5) working days before the hearing (see attached Public Complaint Procedure). *For inclusion into the agenda packet, supplemental/supporting documents must be received by 5:00 pm, October 7, 2019.*

Leger, Cheryl (BOS)

From: Bruce Wolfe <sof@brucewolfe.net>
Sent: Thursday, September 26, 2019 5:31 PM
To: SOTF, (BOS)
Subject: Re: FW: Request for 2 complaint waiver

The two-complaint rule is against the same respondent, not individual and distinct respondents, as there may be specific and differing aspects of operations and (other) applicable law. The request is DENIED.

*Bruce Wolfe, Chair
SF Sunshine Ordinance Task Force*

(Response is very limited during business hours on business days and holidays)
~~~~~

On Thu, Sep 26, 2019 at 1:45 PM SOTF, (BOS) <sof@sfgov.org> wrote:

Dear Chair Wolfe:

Please see the email from Anonymous below and his request. I have included the complaint descriptions also below for your reference. Thank you.

File No. 19091: Complaint filed by Anonymous against Mayor London Breed, Hank Heckel and the Office of the Mayor for allegedly violating Administrative Code, (Sunshine Ordinance) Sections 67.21, 67.26, 67.27 and 67.29-7, by failing to respond to a request for public records in a timely and/or complete manner.

File No. 19097: Complaint filed by Anonymous against Public Works for allegedly violating Administrative Code (Sunshine Ordinance), Sections 67.21, 67.26 and 67.27, by failing to respond to a public records request in a timely and/or complete manner.

File No. 19098: Complaint filed by Anonymous against Police Department for allegedly violating Administrative Code (Sunshine Ordinance), Sections 67.21, 67.26 and 67.27, by failing to respond to a public records request in a timely and/or complete manner.

Cheryl Leger  
Assistant Clerk, Board of Supervisors  
Tel: 415-554-7724

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-----Original Message-----

From: Anonymous <[arecordsrequestor@protonmail.com](mailto:arecordsrequestor@protonmail.com)>

Sent: Thursday, September 26, 2019 10:46 AM

To: SOTF, (BOS) <[sotf@sfgov.org](mailto:sotf@sfgov.org)>

Subject: Request for 2 complaint waiver

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Ms. Leger and/or Chair Wolfe,

I ask that you waive your 2-complaint rule and schedule 19091, 19097, and 19098 (all regarding text messages, chat messages, personal accounts and email) together at an available committee meeting -- while they are directed towards different respondents, the legal issues will be quite similar (but not identical, since each respondent's degree of following the Ordinance varies). Furthermore, jurisdictional issues at the committee level should be essentially identical, and it appears the task force does occasionally waive its limit.

Thanks,

Anonymous complainant in 19091, 19097, and 19098

## Leger, Cheryl (BOS)

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**From:** Anonymous <arecordsrequestor@protonmail.com>  
**Sent:** Thursday, September 12, 2019 5:58 PM  
**To:** SOTF, (BOS)  
**Subject:** Case Management

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Good afternoon SOTF,

I am the anonymous complainant in the following pending cases:

- 19044 v City Attorney (re: Email, 67.21(d) failure) - awaiting en banc scheduling
- 19047 v Mayor (re: Calendars) - awaiting en banc scheduling
  
- 19089 v City Attorney (re: 67.21(d) failure) - scheduled committee 9/24
  
- 19091 v Mayor (re: Email, text, chat, personal accounts) - awaiting committee scheduling
- 19094 v Dept. of Technology (re: SB 272 failure) - awaiting committee scheduling
- 19095 v City Attorney (re: SB 272 failure) - awaiting committee scheduling
- 19097 v Public Works (re: Email, personal accounts) - awaiting committee scheduling

I believe your internal rules, but not the Ordinance, have an overridable maximum of 2 complaints per meeting per complainant.

I am voluntarily informing you, and entering into the public record, that I am the same anonymous complainant in each of the above cases so you may enforce your agenda fairness rules as you see fit. Please continue to use the individual email addresses I have filed as contact information however for formal notices and replies and such in each of those cases so they are automatically organized to the correct docket.

My requests/questions for either the committee chairs or administrators are as follows:

1. Can you schedule 19094 and 19095 together for committee? They share a lot of factual and legal subject matter, with different respondents.
2. Can you schedule 19091 and 19097 together for committee? They share a lot of legal subject matter, with different respondents and facts.
3. I expect to file shortly a series of additional complaints regarding matters of significantly more public interest in disclosure, is it permitted for a complainant to request that their later-filed complaints are prioritized before their own earlier-filed complaints?
4. I understand you have a large backlog of complaints. Is there any mechanism for complainants to enforce the 45 day requirement in SFAC 67.21(e) "The Sunshine Task Force shall inform the petitioner, as soon as possible and within 2 days after its next meeting but in no case later than 45 days from when a petition in writing is received, of its determination whether the record requested, or any part of the record requested, is public."
5. The Ordinance appears to require a hearing only if the complainant requests it ("Where requested by the petition, the Sunshine Task Force may conduct a public hearing concerning the records request denial."). Is there a process to submit a complaint "on the briefs" where the Task Force would issue orders based just on the written record from complainants and respondents?

If my requests for coordinated scheduling would delay hearing any file (ex. because only 1 slot and not 2 are available), then please ignore my requests and please choose the scheduling option with minimal delay.

Sincerely,

Anonymous

Sent with ProtonMail Secure Email.

## Leger, Cheryl (BOS)

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**From:** SOTF, (BOS)  
**Sent:** Monday, August 26, 2019 2:44 PM  
**To:** Heckel, Hank (MYR); Breed, London (MYR); Breed, Mayor London (MYR)  
**Cc:** '76434-70600365@requests.muckrock.com'  
**Subject:** SOTF - Complaint Filed with the Sunshine Ordinance Task Force - File No. 19091  
**Attachments:** SOTF - Complaint Procedure 2018-12-05 FINAL.pdf; 19091 Complaint.pdf

Good Afternoon:

The Office of the Mayor has been named as a Respondent in the attached complaint filed with the Sunshine Ordinance Task Force. Please respond to the following complaint/request within five business days.

**The Respondent is required to submit a written response to the allegations including any and all supporting documents, recordings, electronic media, etc., to the Task Force within five (5) business days of receipt of this notice.** This is your opportunity to provide a full explanation to allow the Task Force to be fully informed in considering your response prior its meeting.

Please include the following information in your response if applicable:

1. List all relevant records with descriptions that have been provided pursuant to the Complainant request.
2. Date the relevant records were provided to the Complainant.
3. Description of the method used, along with any relevant search terms used, to search for the relevant records.
4. Statement/declaration that all relevant documents have been provided, does not exist, or has been excluded.
5. Copy of the original request for records (if applicable).

Please refer to the File Number when submitting any new information and/or supporting documents pertaining to this complaint.

The Complainant alleges:  
*Complaint Attached.*

Cheryl Leger  
Assistant Clerk, Board of Supervisors  
Tel: 415-554-7724



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