

File No. 19094

Item No. 8

SUNSHINE ORDINANCE TASK FORCE
AGENDA PACKET CONTENTS LIST

Complaint Committee

Date: October 15, 2019

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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: Friday, August 30, 2019 12:50 PM
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**

Dept. of Technology AND City Attorney

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

Linda Gerull (Chief Information Officer/Director of Technology), Dennis Herrera (City Attorney), Elizabeth Coolbrith (Paralegal, City Attorney's office)

Alleged Violation

Public Records

**Sunshine Ordinance
Section:**

SFAC 67.21, 67.25, 67.26, 67.27; and Gov Code 6270.5, 6253 (incorporated by reference, and under your jurisdiction, via SFAC 67.21(k))

**Please describe
alleged violation**

Allegations detailed here:
https://cdn.muckrock.com/outbound_request_attachments/Anonymous_2859385/79182/F-SOTF-CityAttorney-DeptTech-20190830-Complaint-min.pdf

Name anonymous

Email 79182-05441065@requests.muckrock.com

If anonymous,
please let us know
how to contact you. 79182-05441065@requests.muckrock.com
Thank you.

Sent via [Google Forms Email](#)



DENNIS J. HERRERA
City Attorney

MARC PRICE WOLF
Deputy City Attorney

Direct Dial: (415) 554-3901
Email: Marc.Price.Wolf@sfcityattty.org

**MEMORANDUM
PRIVILEGED AND CONFIDENTIAL**

TO: Sunshine Ordinance Task Force
FROM: Marc Price Wolf
Deputy City Attorney
DATE: September 16, 2019
RE: Complaint No. 19094 – Anonymous v. Linda Gerull, Dept. of Technology
Complaint No. 19095 - Anonymous v. Dennis Herrera, Elizabeth Coolbrith, Office of
the City Attorney

COMPLAINT

An anonymous complainant (“Complainant”) alleges that City Attorney Dennis Herrera and Elizabeth Coolbrith, of the City Attorney’s office (Complaint No. 19095), and Linda Gerull of the Department of Technology (Complaint No. 19094) (collectively, “Respondents”), violated public records laws by failing to provide public records.

COMPLAINANT FILES COMPLAINT

On August 30, 2019, Complainant filed these complaints with the Task Force, alleging that the City Attorney’s Office failed to provide complete responses to Complainant’s request for public records, in violation of Administrative Code Sections 67.21, 67.25, 67.26, and 67.27, and Government Code sections 6253 and 6270.5.

JURISDICTION

City Attorney Dennis Herrera and Elizabeth Coolbrith work within the City Attorney’s office, and Linda Gerrul works within the Department of Technology, which are both subject to the provisions of 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 67.25 governs the immediacy of public records responses.
- 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.

Sections 6253 and 6270.5 of the Cal. Govt. Code (CPRA)

- Section 6253(c) governs the timeframe in which general requests for public documents must be honored.
- Section 6270.5 governs the catalog of enterprise systems

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BACKGROUND

On August 21, 2019, Complainant requested as an immediate disclosure request of two categories of documents from the City Attorney's Office:

1. IMMEDIATE DISCLOSURE your catalog of all of your department's enterprise systems, as defined by SB 272/Gov Code 6270
2. Regular disclosure timeline: internal memos/directives/orders/emails/changelogs of your 2018 and 2019 updates to the catalog, or any other writings evidence your agency's compliance with Gov Code 6270.5(f): "The local agency shall complete and post the catalog required by the section by July 1, 2016 and **thereafter shall update the catalog annually**."

On August 22, 2019, City Attorney Paralegal Elizabeth A. Coolbrith emailed Complainant a link responsive to the first category of documents and Ms. Coolbrith state she would provide a further response regarding the remainder of Complainant's request by August 23, 2019. The record is unclear whether the City Attorney's Office ever responded to the request of the second category of documents. The City Attorney's Office recommended Complainant contact the Department of Technology to obtain a catalog of enterprise systems in PDF format.

On August 28, 2019, Complainant sent the same request to the Department of Technology ("DT"). DT claims that it did not receive a public records request and was only notified of the request when the Sunshine Ordinance Task Force notified DT of the Sunshine Ordinance Complaint on September 3, 2019. On September 11, 2019, DT claims it responded to Complainant by sending him/her a weblink to the SF Inventory of City Enterprise Systems the previous week.

Complainant alleges five violations of the Sunshine Ordinance:

1. Violation of SF Admin. Code § 67.25 against Chief Information Officer Gerull and the Department of Technology because an immediate disclosure request was submitted on August 28, 2019 and there was no response by August 29, 2019.
2. Violation of SF Admin. Code § 67.21(k) against all Respondents because they did not list "all of their enterprise systems" Complainant believes that at least one enterprise system is missing.
3. Violation of SF Admin. Code § 67.27 against all Respondents for failing to notify Complainant that a portion of enterprise system catalog was withheld.
4. Violation of SF Admin. Code § 67.26 against all Respondents for improperly withholding a portion of the enterprise system catalog.

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5. Violation of SF Admin. Code §67.21 against all Respondents for improperly withholding a portion of the enterprise system catalog.

6. Violation of SF Admin Code § 67.21(k) against all Respondents for improperly withholding a portion of the enterprise system catalog.

On September 10, 2019, City Attorney’s Office Communications Director John Cote responded to the Complaint and asserted that the City Attorney’s Office did not need to list its email and calendaring software, Microsoft Outlook, on its catalog of enterprise systems.

Mr. Cote argued that the statutory definition of an “enterprise system” under Government Code Section 6270.5 does not apply to the Office’s use of Microsoft Outlook. The definition of “enterprise system” has at least three requirements: (1) it “collects, stores, exchanges, and analyzes information that the agency uses” (2) it is a “multidepartmental system or a system that contains information collected about the public”; and (3) it is a system that serves as an “original source of data within an agency.” Mr. Cote detailed several reasons for why these factors do not apply to the way the City Attorney’s Office uses Microsoft Outlook.

QUESTIONS THAT MIGHT ASSIST IN DETERMINING FACTS

- Did the Department of Technology respond to this Complaint?
- Did either the Department of Technology or the City Attorney’s Office respond to the second category of documents Complainant requested?
 - 2. Regular disclosure timeline: internal memos/directives/orders/emails/changelogs of your 2018 and 2019 updates to the catalog, or any other writings evidence your agency’s compliance with Gov Code 6270.5(f): “The local agency shall complete and post the catalog required by the section by July 1, 2016 and **thereafter shall update the catalog annually**.”

LEGAL ISSUES/LEGAL DETERMINATIONS

- Does Complainant disagree with the City Attorney’s analysis and conclusion that its use of Microsoft Outlook does not meet the definition of an enterprise system under Government Code Section 6250.7
- Did the City Attorney’s Office or the Department of Technology 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.

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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 petitioner, 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

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whether the record requested is 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 petition, 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 petition, 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

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communications with the City Attorney's Office with regard to this ordinance, including petitions, requests for opinion, and opinions shall be public records.

(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 unseparably 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. 67.25. IMMEDIACY OF RESPONSE.

(a) Notwithstanding the 10-day period for response to a request permitted in Government Code Section 6256 and in this Article, a written request for information described in any category of non-exempt public information shall be satisfied no later than the close of business on the day following the day of the request. This deadline shall apply only if the words "Immediate Disclosure Request" are placed across the top of the request and on the envelope, subject line, or cover sheet in which the request is transmitted. Maximum deadlines provided in this article are appropriate for more extensive or demanding requests, but shall not be used to delay fulfilling a simple, routine or otherwise readily answerable request.

(b) If the voluminous nature of the information requested, its location in a remote storage facility or the need to consult with another interested department warrants an extension of 10 days as provided in Government Code Section 6456.1, the requester shall be notified as required by the close of business on the business day following the request.

(c) The person seeking the information need not state his or her reason for making the request or the use to which the information will be put, and requesters shall not be routinely asked to make such a disclosure. Where a record being requested contains information most of which is exempt from disclosure under the California Public Records Act and this article, however, the City Attorney or custodian of the record may inform the requester of the nature and extent of the non-exempt information and inquire as to the requester's purpose for

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seeking it, in order to suggest alternative sources for the information which may involve less redaction or to otherwise prepare a response to the request.

(d) Notwithstanding any provisions of California Law or this ordinance, in response to a request for information describing any category of non-exempt public information, when so requested, the City and County shall produce any and all responsive public records as soon as reasonably possible on an incremental or "rolling" basis such that responsive records are produced as soon as possible by the end of the same business day that they are reviewed and collected. This section is intended to prohibit the withholding of public records that are responsive to a records request until all potentially responsive documents have been reviewed and collected. Failure to comply with this provision is a violation of this Article.

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.

(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.

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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.

(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.

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(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:

(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.

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(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.

SEC. 6270.5

(a) In implementing this chapter, each local agency, except a local educational agency, shall create a catalog of enterprise systems. The catalog shall be made publicly available upon request in the office of the person or officer designated by the agency's legislative body. The catalog shall be posted in a prominent location on the local agency's Internet Web site, if the agency has an Internet Web site. The catalog shall disclose a list of the enterprise systems utilized by the agency and, for each system, shall also disclose all of the following:

- (1) Current system vendor.
- (2) Current system product.
- (3) A brief statement of the system's purpose.
- (4) A general description of categories or types of data.
- (5) The department that serves as the system's primary custodian.
- (6) How frequently system data is collected.
- (7) How frequently system data is updated.

(b) This section shall not be interpreted to limit a person's right to inspect public records pursuant to this chapter.

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(c) For purposes of this section:

(1) “Enterprise system” means a software application or computer system that collects, stores, exchanges, and analyzes information that the agency uses that is both of the following:

(A) A multidepartmental system or a system that contains information collected about the public.

(B) A system of record.

(2) “System of record” means a system that serves as an original source of data within an agency.

(3) An enterprise system shall not include any of the following:

(A) Information technology security systems, including firewalls and other cybersecurity systems.

(B) Physical access control systems, employee identification management systems, video monitoring, and other physical control systems.

(C) Infrastructure and mechanical control systems, including those that control or manage street lights, electrical, natural gas, or water or sewer functions.

(D) Systems related to 911 dispatch and operation or emergency services.

(E) Systems that would be restricted from disclosure pursuant to Section 6254.19.

(F) The specific records that the information technology system collects, stores, exchanges, or analyzes.

(d) Nothing in this section shall be construed to permit public access to records held by an agency to which access is otherwise restricted by statute or to alter the process for requesting public records, as set forth in this chapter.

(e) If, on the facts of the particular case, the public interest served by not disclosing the information described in paragraph (1) or (2) of subdivision (a) clearly outweighs the public interest served by disclosure of the record, the local agency may instead provide a system name, brief title, or identifier of the system.

(f) The local agency shall complete and post the catalog required by this section by July 1, 2016, and thereafter shall update the catalog annually.

**Sunshine Ordinance Task Force
Complaint Summary**

File No. 19094

Anonymous v. Linda Gerull, Department of Technology

Date filed with SOTF: 8/30/19

Contacts information (Complainant information listed first):

Anonymous (79182-05441065@requests.muckrock.com) (Complainant)

Linda Gerull (linda.gerull@sfgov.org); Nina D'Amato (nina.damato@sfgov.org) Department of Technology (Respondent)

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.

Administrative Summary if applicable:

Complaint Attached.

Complainant/Petitioners Documents Submission

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
sent via email to Task Force

Our ref.
#19095

Date
2019-09-11

RE: SF Sunshine Ordinance Complaint against City Atty, ref 19095

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)

This is a rebuttal to Respondent City Attorney's Sept. 10, 2019 response.

The chief contention of the Respondent is that email and calendaring systems are not "enterprise systems" within Gov Code 6270.5. While the Respondent describes these systems as Outlook, I will continue to call them "email and calendaring systems" because I believe the Respondent may also use other similar systems like Microsoft Exchange and want those disclosed if they in fact exist. I do not know for certain whether Respondent uses a local Microsoft Outlook, a cloud-based Microsoft Outlook, cloud-based Microsoft Office 365, a city-operated Microsoft Exchange server, cloud-based Microsoft Exchange service, and/or more than one of these. The e-mail headers of e-mails sent by Respondent to me in responding to these requests strongly suggests their email and calendaring systems include these other systems as well. All must be disclosed.

Gov Code 6270.5 reads in relevant part:

(c) For purposes of this section:

(1) "Enterprise system" means a software application or computer system that collects, stores, exchanges, and analyzes information that the agency uses that is both of the following:

(A) A multidepartmental system or a system that contains information collected about the public.

(B) A system of record.

(2) "System of record" means a system that serves as an original source of data within an agency.

Respondent fails to admit or deny our allegation (Complaint, p. 5, bullet 3) that the systems in question are "system[s] of record." Your Task Force should therefore take that as proven. Therefore, all we must prove is the preamble of 6270.5(c)(1) and *either* half of the disjunction of 6270.5(c)(1)(A).

Systems in question do "analyze" information

Respondent denies that the preamble of 6270.5(c)(1) applies because "our office's Outlook system contains emails, but it does not also 'analyze' them." (Response, p. 1, bullet 1). This is false. First, obviously email and calendar systems, like Outlook, collect, store, and exchange email and calendar invites/events.

Oxford dictionaries¹ define "analyze" as: "Examine methodically and in detail the constitution or structure of (something, especially information), typically for purposes of explanation and interpretation." Remember that we must prove that the *system* analyzes information, not that the Respondent *uses the system* to analyze information. Microsoft Outlook, Exchange, and similar systems certainly "analyze" information for at least one of the following reasons:

1. they identify spam messages. Identification of spam requires "examin[ing] methodically and in detail" each message. Spam detection algorithms in such systems perform statistical analysis of the headers and body of the email (i.e. "the constitution or structure" of the messages). (See regarding Microsoft: Xie, Yinglian, et al. "Spamming botnets: signatures and characteristics." *ACM SIGCOMM Computer Communication Review* 38.4 (2008): 171-182.; and generally: Stern, Henry. "A Survey of Modern Spam Tools." *CEAS*. 2008; Tang, Yuchun, et al. "Fast and effective spam sender detection with granular svm on highly imbalanced mail server behavior data." *2006 International Conference on Collaborative Computing: Networking, Applications and Worksharing*. IEEE, 2006).
2. they build search indices to allow users to search the messages. Building a search index generally requires "examin[ing] methodically and in detail" the headers and body content to build what is known as a "reverse index" which stores in a large table a pointer from each word in the email (for example) to the email itself. (See generally: Hamilton, James R., and Tapas K. Nayak. "Microsoft SQL server full-text search." *IEEE Data Eng. Bull.* 24.4 (2001): 7-10; Brin, Sergey, and Lawrence Page. "The anatomy of a large-scale hypertextual web search engine." *Computer networks and ISDN systems* 30.1-7 (1998): 107-117.)
3. they route messages to the correct recipient. This requires "examin[ing] methodically" the To, Cc, and Bcc headers of the message.

¹<https://www.lexico.com/en/definition/analyze> retrieved Sept. 11, 2019. Lexico.com is the exclusive online publication of the Oxford English dictionaries.

Systems in question are “multidepartmental,” “contain[] information collected about the public” or both

You only need to find that the systems are one of these types of systems in order to find that they are enterprise systems and must be disclosed.

Systems in question are “multidepartmental”

Respondents deny that the systems are “multidepartmental” because “users from other City departments do not have access to the City Attorney’s Outlook system.” First, this depends on the total universe of email or calendaring systems used by the Respondent. If they are also using Exchange, then the system would be used by multiple City departments, of which the Respondent’s confidential *portion* may of course have tighter access controls.

However, even if a local installation of Outlook is the only such system used, it is multidepartmental because the Department of Technology likely operates the system on behalf of the City Attorney. This is strongly suggested in the headers of e-mail sent by the City Attorney’s office received by any external member of the public, including myself; such e-mail includes an X-Originating-IP header. The American Registry for Internet Numbers, the non-profit organization responsible for officially and publicly documenting the ownership and administration of different computer networks in the United States, documents the “Registrant” of the network transmitting those emails as “San Francisco Department of Telecommunications and Information Services” and as “Administrative” and “Technical” contact is listed the City’s Data Center and Operations Manager, Glacier Ybanez, who surely does not work for the City Attorney’s office.

Regardless, you do not have to find that the systems are multidepartmental to require their disclosure; see below.

Systems in question do “contain information collected about the public”

Respondents deny that the systems “contain information collected about the public” because “an email is not ‘information’ that the City Attorney’s Office has ‘collected’ ‘about’ the sender. It is a communication sent to or received from that sender.” These *systems* do in fact contain information collected about the public. It is not merely the emails themselves (and calendar meeting invites and events, which the Respondent has forgotten about) which must be considered, but the *systems*.

First, communications contained by the systems are of course themselves *information*. Failing to include communication within “information” would gut the Sunshine Ordinance’s requirement to provide public information on request, for example.

Second, email and calendar items contains a wide variety of *information about* the public, whether or not communications as a whole are information. For example, email and calendaring systems include at least the following information about the public:

1. the email addresses of members of the public,
2. their real names or chosen pseudonyms (i.e. "John Smith" <john.smith@example.com>)
3. their IP addresses (X-Originating-IP header),

4. the scores of trustworthiness generated by Microsoft deeming members of the public either spammers or not spammers,
5. whether or not the individual has accepted or declined a meeting invite,
6. their views on topics of public interest (the bodies of most such messages),
7. their phone numbers and physical addresses (often included in the body of the messages)

Not all of this may be apparent on the face of the email, but are certainly stored in the systems as metadata as discussed in numerous other complaints before your Task Force.

Finally, the question hinges on whether the information has been “collected.” Oxford dictionaries define “collected”² as “(of individual works) brought together in one volume or edition” and “collect”³ as “Bring or gather together (a number of things)” or “Accumulate over a period of time.” That is precisely what email and calendaring systems do – they bring together *all* the various emails and meeting items and accumulate them over a period of time. Whether or not the *City Attorney’s office* collects them is irrelevant; the *system* collects this information.

Statutory interpretation always favors disclosure

Respondent admits that the criteria are “broadly worded.” Precisely for that reason, respondent’s extra-statutory arguments fall flat because our state Constitution, the CPRA, the Sunshine Ordinance, and California Supreme Court instruct us to interpret public records laws in the way that makes the government more transparent, not less. The Court of Appeal in *City of San Jose v Superior Court (2017)* states, citing the Supreme Court (emphasis in the original opinion):

In CPRA cases, this standard approach to statutory interpretation is augmented by a constitutional imperative. (See *Sierra Club v. Superior Court, supra*, 57 Cal.4th at p. 166.) Proposition 59 amended the Constitution to provide: “A statute, court rule, or other authority, including those in effect on the effective date of this subdivision, shall be *broadly* construed if it furthers the people’s right of access, and *narrowly* construed if it limits the right of access.” (Cal. Const., art. I, § 3, subd. (b)(2), italics added.) “ ‘Given the strong public policy of the people’s right to information concerning the people’s business (Gov. Code, § 6250), and the constitutional mandate to construe statutes limiting the right of access narrowly (Cal. Const., art. I, § 3, subd. (b)(2)), “all public records are subject to disclosure unless the Legislature has *expressly* provided to the contrary.” ’ ” (*Sierra Club*, at p. 166.)

The fact that almost all City agencies, except Public Health, fail to live up to the strict requirements under the CPRA and Sunshine Ordinance by failing to include their email and calendaring systems does not matter. Your Task Force cannot allow the agencies being policed by the Sunshine Ordinance to be their own judges, and their interpretation is irrelevant. Instead, I invite you to take the guidance of the California Supreme Court above.

²<https://www.lexico.com/en/definition/collected> retrieved Sept. 11, 2019

³<https://www.lexico.com/en/definition/collect> retrieved Sept. 11, 2019

Conclusion

Email and calender systems are "enterprise systems" under GC 6270.5; they must be included in the Respondent's enterprise system catalog; and they must be disclosed as public records. I ask that the Task Force determine as such and make all appropriate orders under SFAC 67.21(e) that I may enforce at Superior Court under SFAC 67.21(f) and 67.35.

Sincerely,

Anonymous

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: 79182-05441065@requests.muckrock.com
Sent: Monday, October 7, 2019 4:31 PM
To: SOTF, (BOS)
Subject: RE: California Public Records Act Request #19-3663
Attachments: 19094-Comm-Presentation-x.pdf; Response-X.pdf

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

San Francisco City Attorney
PRA Office
Room 234
1 Doctor Carlton B Goodlett Place
SF, CA 94102

October 7, 2019

This is a follow up to request number 19-3663:

**** For inclusion into FILE 19094 and the Oct 15 agenda packet ****

SOTF/Mr. Young,

Please include the attached presentation into the 19094 file at the front for the convenience of the committee, and the attached response from DT.

In addition please include in the file: the 4 total emails (with all attachments) that I sent on Sept 11 (2 of them) and Sept 17 (2 of them).

Please confirm receipt of this email.

Thanks,
Anonymous

Filed via MuckRock.com

E-mail (Preferred): 79182-05441065@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%252Fsan-francisco-city-attorney-797%252Fsb-272-enterprise-systems-immediate-disclosure-request-79182%252F%253Femail%253Dsotf%252540sfgov.org&url_auth_token=AAAuFBaWTyfyRXNxLh3MkFOGTxo%3A1iHcSs%3AantoXQf3Yk_lq2GYF44lp3rZ6CAM

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

P1017

DEPT MR 79182
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. 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. 17, 2019:
Subject: RE: California Public Records Act Request #19-3663
*** FILE 19094 ***

Thank you Ms. Leger.

I will write a full rebuttal letter later, but will note for now (to be added to file 19094) that Respondent claimed on Sept. 3 in the email thread you sent me that "Please know that the Department of Technology DID NOT receive any public records request from Muckrock so we will respond accordingly."

This is not true. I sent emails on both Aug. 28 and Aug. 29 requesting the records from DT.

On Sept. 6 Respondent emailed me:

""We now in receipt of your Immediate Disclosure Request today, September 6, 2019. We were able to locate your emailed request that was sent to mailbox dtis.helpdesk@sfgov.org. We had difficulty finding your email because it contained special characters that were picked up by our email filters as potential malware and it was not delivered to the service desk email account. Our website clearly shows how to submit a request to the request system. Please see attached picture of where you may find the link to "How to submit a public records request" from our website.

In the future please use the records request system to submit a request and ensure we are able to respond to your request in the shortest time possible. The following is the direct link to the system.
<https://sanfrancisco.nextrequest.com>""

I have no obligation to use NextRequest, which imposes additional private Terms and Conditions not present in the CPRA.

SFAC 67.21(b) guarantees my right to request records by e-mail, which I properly did. I also have the raw emails I sent to DT on both days, which are simple text emails with formatting, and no attachments.

Thanks,
Anonymous

On Sept. 17, 2019:
Subject: RE: California Public Records Act Request #19-3663
Dear Anonymous:

Attached please find responsive records.

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. 17, 2019:
Subject: RE: California Public Records Act Request #19-3663
****FILE 19094 and FILE 19095****

SOTF,

First, I would like to point out for the record in both files that I mistakenly mis-cited the quote on page 4 of my rebuttal sent Sept. 11. That is not the opinion of the Cal. Court of Appeal, it is actually the opinion of the Cal. Supreme Court instead.

Second, has a response from Dept. of Tech been received in case 19094? I believe their 5 business day deadline is over.

Thanks!
Anonymous

On Sept. 11, 2019:
Subject: RE: California Public Records Act Request #19-3663
FYI - my rebuttal to the SOTF case 19095 to your response is attached. It may need to be directed to Mr. Coté.

Thanks,
Anonymous

On Aug. 21, 2019:
Subject: California Public Records Act Request: SB 272 Enterprise Systems - Immediate Disclosure Request
Good afternoon,

P1020

This is a new Immediate Disclosure Request under the San Francisco Sunshine Ordinance, made before end of business August 21, 2019 directed to agency: "San Francisco City Attorney".

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

I request under the San Francisco Sunshine Ordinance (Ordinance) and the California Public Records Act (CPRA):

1. IMMEDIATE DISCLOSURE: your catalog of all of your department's enterprise systems, as defined by SB 272 / Gov Code 6270.5
2. regular disclosure timeline: internal memos/directives/orders/emails/changelogs of your 2018 and 2019 updates to the catalog, or any other writings evidencing your agency's compliance with Gov Code 6270.5(f): "The local agency shall complete and post the catalog required by this section by July 1, 2016, and ****thereafter shall update the catalog annually**.**" (emphasis mine)

PDFs, archived webpages (but not merely a URL), and spreadsheets are all acceptable formats under Admin Code 67.21(l).

Gov Code 6270.5 reads in relevant part: "6270.5. (a) In implementing this chapter, each local agency, except a local educational agency, shall create a catalog of enterprise systems. The catalog shall be made publicly available upon request in the office of the person or officer designated by the agency's legislative body. The catalog shall be posted in a prominent location on the local agency's Internet Web site, if the agency has an Internet Web site. The catalog shall disclose a list of the enterprise systems utilized by the agency and, for each system, shall also disclose all of the following: ..."

Since Gov Code 6270.5 requires you to have this catalog, and to have already published it to your website, you should be able to produce it immediately. I am explicitly requesting a copy be sent to me, not just a URL, as I want a specific version I can use as evidence in any appeals/complaint process I pursue.

If the catalog fails to accurately reflect the requirements of 6270.5, I may pursue corrective action, including with the SOTF (Gov Code 6270.5 is incorporated by reference into the Sunshine Ordinance via SF Admin Code 67.21(k)). My brief perusal of at least one version of the SB 272 catalog for SF (<https://data.sfgov.org/widgets/ebux-gcnq>) shows that many city agencies' catalogs appear to be incomplete.

If your department currently is a respondent before the SOTF in one of my cases re: electronic records, I also intend to use this information to demonstrate why certain electronic formats should be available to the public within the meaning of Gov Code 67.21(l).

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

Filed via MuckRock.com

E-mail (Preferred): 79182-05441065@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%252Fsan-francisco-city-attorney-797%252Fsb-272-enterprise-systems-

immediate-disclosure-request-

79182%252F%253Femail%253Dsotf%252540sfgov.org&url_auth_token=AAAuFBaWTyfyRXNxLh3MkFOGTxo%3A1iHcSs%3AntoXQf3Yk_lq2GYF44lp3rZ6CAM

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 79182

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.



#19094
Anonymous
VS
Dept. of Technology, et al.

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

Re: Timeliness; Response to Emailed Records
 Requests; SB 272 Enterprise Systems Catalogs

19094 Anonymous v Office of Dept. of Tech, et al.

Timeline & Facts of the Case

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Aug 28 - Emailed IDR to Tech. Dept for (a) SB 272 Enterprise Systems Catalog and (b) non-IDR for yearly updates to the catalog as required by statute 2. Aug 30 - Having received no response to IDR from DT at all, I followed up. 3. Aug 30 - SOTF complaint filed. 4. Sept. 6 - First acknowledgment by DT re: my Aug 28 request. They instruct me to use NextRequest instead of email. 5. Sept. 6 - Disclosures provided over NextRequest, requiring login. | <ol style="list-style-type: none"> 6. Sept. 9 - I ask DT to release records without login requirement. 7. Sept. 10-11 - (Incomplete) catalog released publicly without login. No response to 2nd part of request. <p>No Sup. of Records petition filed (yet).</p> <p>I had made an earlier Aug. 22 IDR to the City Attorney. City Attorney asked I followup with DT, which I did on Aug. 28. City Attorney's case is 19095.</p> |
|---|---|

19094 Anonymous v Office of Dept. of Tech, et al.

19094 Allegations

OTHER WAYS TO REACH US



Email
dts.helpdesk@sfgov.org



Twitter
twitter.com/sfgcityofa

- **SFAC 67.25** - IDR was made Aug. 28, first response was received Sept. 6
- **SFAC 67.21(b)** - Ordinance requires handling of requests made via email. Respondent wishes for me to use NextRequest, which also imposes Terms and Conditions beyond those of the CPRA.
- **SFAC 67.21** - No response at all received to 2nd part of my request
- **SFAC 67.26, 67.27** - Certain enterprise systems excluded from catalog without justification
- **CPRA Gov Code 6270.5 (via SFAC 67.21(k))** - DT failed to create a complete enterprise systems catalog

19094 Anonymous v Office of Dept. of Tech, et al.

SB 272 - Enterprise Systems Catalog

- DT (and all City agencies) are required not only to disclose the catalog but **also to create and update it** (per GC 6270.5).
 - Similar to requirement in 67.29-5 that Mayor not only disclose calendar but also to create it with certain information.
- DT appears to maintain the Catalog not only for itself but also for other agencies of the City.
- Multiple "enterprise systems" are lacking from this catalog, in violation of GC 6270.5. There is no justification provided, nor an acknowledgment that these systems are missing, nor a provision of the lesser information required for other systems (GC 6270.5(e)).
- A full explanation is provided in my rebuttal letter dated Sept. 11.

19094 Anonymous v Office of Dept. of Tech, et al.

EXHIBIT X

Provided from <https://sanfrancisco.nextrequest.com/requests/19-3663>

Request #19-3663

CLOSED

As of October 7, 2019, 4:04pm

Details

SB 272 / Gov Code 6270.5

San Francisco City Attorney

PRA Office

Room 234

1 Doctor Carlton B Goodlett Place

SF, CA 94102

August 28, 2019

This is a follow up to a previous request:

Dept. of Technology,

This is an IMMEDIATE DISCLOSURE REQUEST under the Sunshine Ordinance, made before end of business August 28, 2019 directed to your agency.

Note that I originally requested the City Attorney's SB 272 catalog from the City Attorney's office, but I was directed to reach out to Dept of Tech for further info so I am doing so.

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

I request under the San Francisco Sunshine Ordinance (Ordinance) and the California Public Records Act (CPRA):

1. IMMEDIATE DISCLOSURE: the catalog of all of the City Attorney's and the Dept of Technology's enterprise systems, as defined by SB 272 / Gov Code 6270.5
2. regular disclosure timeline: internal memos/directives/orders/emails/changelogs of your 2018 and 2019 updates to the enterprise system catalog, or any other writings evidencing your agency's compliance with Gov Code 6270.5(f): "The local agency shall complete and post the catalog required by this section by July 1, 2016, and **thereafter shall update the catalog annually**." (emphasis mine)

PDFs, archived webpages (but not merely a URL), and spreadsheets are all acceptable formats under Admin Code 67.21(l).

Gov Code 6270.5 reads in relevant part: "6270.5. (a) In implementing this chapter, each local agency, except a local educational agency, shall create a catalog of enterprise systems. The catalog shall be made publicly available upon request in the office of the person or officer designated by the agency's legislative body. The catalog shall be posted in a prominent

location on the local agency's Internet Web site, if the agency has an Internet Web site. The catalog shall disclose a list of the enterprise systems utilized by the agency and, for each system, shall also disclose all of the following: ..."

Since Gov Code 6270.5 requires you to have this catalog, and to have already published it to your website, you should be able to produce it immediately. Under Gov Code 6253(f), I am explicitly requesting a *copy* be sent to me, not just a URL, as I want a specific version I can use as evidence in any appeals/complaint process I pursue.

If the catalog fails to accurately reflect the requirements of 6270.5, I may pursue corrective action, including with the SOTF (Gov Code 6270.5 is incorporated by reference into the Sunshine Ordinance via SF Admin Code 67.21(k)).

My brief perusal of at least one version of the SB 272 catalog for SF (<https://data.sfgov.org/widgets/ebux-gcnq>) shows that many city agencies' catalogs appear to be incomplete. The version linked by the City Attorney's office seems woefully incomplete. I also intend to use this information to demonstrate why certain electronic formats should be available to the public within the meaning of Gov Code 67.21(l).

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

Filed via MuckRock.com

E-mail (Preferred): 79182-05441065@requests.muckrock.com

Upload documents directly: https://accounts.muckrock.com/accounts/login/?url_auth_token=AAAuFBaWTyfyRXNxLh3MkFOGTxo%3A1i339q%3AsTIRWaM5z6w3eI7nFgCjUtWdGo&next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Fsan-francisco-city-attorney-797%252Fsb-272-enterprise-systems-immediate-disclosure-request-79182%252F%253Femail%253Ddtis.helpdesk%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 79182

411A Highland Ave

Somerville, MA 02144-2516

[— Read less](#)

Received

September 6, 2019 via email

Departments

P1027

Dept of Technology

Documents

[SF Inventory of Citywide Enterprise Systems of Records \(Gov Code 6270.5\).pdf](#)

Staff

Point of Contact

Arlene Licudine-Barker

Timeline

Document(s) Released Public
SF Inventory of Citywide Enterprise Systems of Records (Gov Code 6270.5).pdf
September 11, 2019, 8:07am

Request Published Public
September 11, 2019, 8:00am

Document(s) Released to Requester Public
SF Inventory of Citywide Enterprise Systems of Records (Gov Code 6270.5).pdf
September 11, 2019, 7:58am

Document(s) Released to Requester Public
SF Inventory of Citywide Enterprise Systems of Records (Gov Code 6270.5).pdf
September 11, 2019, 7:58am

Document(s) Released Public
Inventory_of_citywide_enterprise_systems_of_record SF (version 1).pdf
September 10, 2019, 10:27am

Document(s) Released to Requester Public
Inventory_of_citywide_enterprise_systems_of_record SF.pdf

September 6, 2019, 4:04pm

Document(s) Released to Requester

Public

DTSite_PublicRecordsRequest_link_PIC.PNG

September 6, 2019, 4:03pm

Request Closed

Public

Date: September 6, 2019

Dear Sir/Madam,

We now in receipt of your Immediate Disclosure Request today, September 6, 2019. We were able to locate your emailed request that was sent to mailbox dtis.helpdesk@sfgov.org (<mailto:dtis.helpdesk@sfgov.org>). We had difficulty finding your email because it contained special characters that were picked up by our email filters as potential malware and it was not delivered to the service desk email account. Our [website](#) clearly shows how to submit a request to the request system. Please see attached picture of where you may find the link to "How to submit a public records request" from our website.

In the future please use the records request system to submit a request and ensure we are able to respond to your request in the shortest time possible. The following is the direct link to the system. <https://sanfrancisco.nextrequest.com>

In response to your request, the following two (2) links and PDF attachment are provided.

1. <https://index.sfgov.org/> - The City and County of San Francisco's Index to Records is made available to assist the public with access to City records. This is in accordance with the Sunshine Ordinance. Ratified on:11/15/2018 4:08:07 PM
2. <https://data.sfgov.org/City-Management-and-Ethics/Inventory-of-citywide-enterprise-systems-of-record/ebux-gcnq> - In compliance with CA Government Code 6270.5 (passed via SB 272), the City must publish a catalog of enterprise systems that collect data about the public. There are certain exceptions to this detailed in the Government Code. The code is available here: <http://bit.ly/CAInventory>. Updated September 5, 2019. The attached file is the PDF file for the system list.

This concludes your public records request.

Sincerely,

Arlene Licudine

Custodian of Records

Department of Technology

September 6, 2019, 4:02pm

Department Assignment

Public

Dept of Technology

September 6, 2019, 3:50pm

Request Opened

Public

Request received via email

September 6, 2019, 3:50pm

Leger, Cheryl (BOS)

From: 79182-05441065@requests.muckrock.com
Sent: Tuesday, September 17, 2019 12:27 PM
To: SOTF, (BOS)
Subject: RE: California Public Records Act Request #19-3663

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

San Francisco City Attorney
PRA Office
Room 234
1 Doctor Carlton B Goodlett Place
SF, CA 94102

September 17, 2019

This is a follow up to request number 19-3663:

*** FILE 19094 ***

Thank you Ms. Leger.

I will write a full rebuttal letter later, but will note for now (to be added to file 19094) that Respondent claimed on Sept. 3 in the email thread you sent me that "Please know that the Department of Technology DID NOT receive any public records request from Muckrock so we will respond accordingly."

This is not true. I sent emails on both Aug. 28 and Aug. 29 requesting the records from DT.

On Sept. 6 Respondent emailed me:

""We now in receipt of your Immediate Disclosure Request today, September 6, 2019. We were able to locate your emailed request that was sent to mailbox dtis.helpdesk@sfgov.org. We had difficulty finding your email because it contained special characters that were picked up by our email filters as potential malware and it was not delivered to the service desk email account. Our website clearly shows how to submit a request to the request system. Please see attached picture of where you may find the link to "How to submit a public records request" from our website.

In the future please use the records request system to submit a request and ensure we are able to respond to your request in the shortest time possible. The following is the direct link to the system.
<https://sanfrancisco.nextrequest.com>""

I have no obligation to use NextRequest, which imposes additional private Terms and Conditions not present in the CPRA.

SFAC 67.21(b) guarantees my right to request records by e-mail, which I properly did. I also have the raw emails I sent to DT on both days, which are simple text emails with formatting, and no attachments.

Thanks,
Anonymous

Filed via MuckRock.com

E-mail (Preferred): 79182-05441065@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%252Fsan-francisco-city-attorney-797%252Fsb-272-enterprise-systems-immediate-disclosure-request-79182%252F%253Femail%253Dsotf%252540sfgov.org&url_auth_token=AAAuFBaWTyfyRXNxlh3MkFOGTxo%3A1iAJ7h%3AbXkrGjV5fGxsrGU1pu3AdIRPaOE

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 79182

411A Highland Ave

Somerville, MA 02144-2516

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On Sept. 17, 2019:

Subject: RE: California Public Records Act Request #19-3663

Dear Anonymous:

Attached please find responsive records.

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. 17, 2019:
Subject: RE: California Public Records Act Request #19-3663
****FILE 19094 and FILE 19095****

SOTF,

First, I would like to point out for the record in both files that I mistakenly mis-cited the quote on page 4 of my rebuttal sent Sept. 11. That is not the opinion of the Cal. Court of Appeal, it is actually the opinion of the Cal. Supreme Court instead.

Second, has a response from Dept. of Tech been received in case 19094? I believe their 5 business day deadline is over.

Thanks!
Anonymous

On Sept. 11, 2019:
Subject: RE: California Public Records Act Request #19-3663
FYI - my rebuttal to the SOTF case 19095 to your response is attached. It may need to be directed to Mr. Coté.

Thanks,
Anonymous

On Sept. 11, 2019:
Subject: RE: California Public Records Act Request #19-3663
FILE 19094 and 19095

Thank you.
Please include my attached rebuttal to File *19095*. Please also include it in the file that your DCA gets to perform a legal analysis.

I look forward to the Dept. of Tech's *19094* response as well.

Thanks,
Anonymous

On Sept. 11, 2019:
Subject: RE: California Public Records Act Request #19-3663
Dear Anonymous:

I received the attached response yesterday. Let me know if you need anything further.

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. 21, 2019:

Subject: California Public Records Act Request: SB 272 Enterprise Systems - Immediate Disclosure Request
Good afternoon,

This is a new Immediate Disclosure Request under the San Francisco Sunshine Ordinance, made before end of business August 21, 2019 directed to agency: " San Francisco City Attorney ".

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

I request under the San Francisco Sunshine Ordinance (Ordinance) and the California Public Records Act (CPRA):

1. IMMEDIATE DISCLOSURE: your catalog of all of your department's enterprise systems, as defined by SB 272 / Gov Code 6270.5
2. regular disclosure timeline: internal memos/directives/orders/emails/changelogs of your 2018 and 2019 updates to the catalog, or any other writings evidencing your agency's compliance with Gov Code 6270.5(f): "The local agency shall complete and post the catalog required by this section by July 1, 2016, and ****thereafter shall update the catalog annually****." (emphasis mine)

PDFs, archived webpages (but not merely a URL), and spreadsheets are all acceptable formats under Admin Code 67.21(l).

Gov Code 6270.5 reads in relevant part: "6270.5. (a) In implementing this chapter, each local agency, except a local educational agency, shall create a catalog of enterprise systems. The catalog shall be made publicly available upon request in the office of the person or officer designated by the agency's legislative body. The catalog shall be posted in a prominent location on the local agency's Internet Web site, if the agency has an Internet Web site. The catalog shall disclose a list of the enterprise systems utilized by the agency and, for each system, shall also disclose all of the following: ..."

Since Gov Code 6270.5 requires you to have this catalog, and to have already published it to your website, you should be able to produce it immediately. I am explicitly requesting a copy be sent to me, not just a URL, as I want a specific version I can use as evidence in any appeals/complaint process I pursue.

If the catalog fails to accurately reflect the requirements of 6270.5, I may pursue corrective action, including with the SOTF (Gov Code 6270.5 is incorporated by reference into the Sunshine Ordinance via SF Admin Code 67.21(k)). My brief perusal of at least one version of the SB 272 catalog for SF (<https://data.sfgov.org/widgets/ebux-gcnq>) shows that many city agencies' catalogs appear to be incomplete.

If your department currently is a respondent before the SOTF in one of my cases re: electronic records, I also intend to use this information to demonstrate why certain electronic formats should be available to the public within the meaning of Gov Code 67.21(l).

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

Filed via MuckRock.com

E-mail (Preferred): 79182-05441065@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%252Fsan-francisco-city-attorney-797%252Fsb-272-enterprise-systems-immediate-disclosure-request-79182%252F%253Femail%253Dsotf%252540sfgov.org&url_auth_token=AAAuFBaWTyfyRXNxlh3MkFOGTxo%3A1iAJ7h%3AbXkrGjV5fGxsrGU1pu3AdIRPaOE

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 79182

411A Highland Ave

Somerville, MA 02144-2516

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Leger, Cheryl (BOS)

From: 79182-05441065@requests.muckrock.com
Sent: Tuesday, September 17, 2019 10:34 AM
To: SOTF, (BOS)
Subject: RE: California Public Records Act Request #19-3663

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

San Francisco City Attorney
PRA Office
Room 234
1 Doctor Carlton B Goodlett Place
SF, CA 94102

September 17, 2019

This is a follow up to request number 19-3663:

****FILE 19094 and FILE 19095****

SOTF,

First, I would like to point out for the record in both files that I mistakenly mis-cited the quote on page 4 of my rebuttal sent Sept. 11. That is not the opinion of the Cal. Court of Appeal, it is actually the opinion of the Cal. Supreme Court instead.

Second, has a response from Dept. of Tech been received in case 19094? I believe their 5 business day deadline is over.

Thanks!
Anonymous

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E-mail (Preferred): 79182-05441065@requests.muckrock.com
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On Sept. 11, 2019:

Subject: RE: California Public Records Act Request #19-3663

FYI - my rebuttal to the SOTF case 19095 to your response is attached. It may need to be directed to Mr. Coté.

Thanks,
Anonymous

On Sept. 11, 2019:

Subject: RE: California Public Records Act Request #19-3663

FILE 19094 and 19095

Thank you.

Please include my attached rebuttal to File *19095*. Please also include it in the file that your DCA gets to perform a legal analysis.

I look forward to the Dept. of Tech's *19094* response as well.

Thanks,
Anonymous

On Sept. 11, 2019:

Subject: RE: California Public Records Act Request #19-3663

Dear Anonymous:

I received the attached response yesterday. Let me know if you need anything further.

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

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On Sept. 11, 2019:
Subject: RE: California Public Records Act Request #19-3663
** FILE 19094 AND FILE 19095 **

SOTF,

1. Have responses by respondents been received by the Task Force in these cases? I believe they were due yesterday.
2. Please add this message and attachment to each of the files 19094 and 19095. It is the actual (belated) disclosed record by Dept of Tech, but is still missing all the required disclosures as alleged in my original complaint.

Thanks,
Anonymous

On Sept. 11, 2019:
Subject: [Document Released] San Francisco public records request #19-3663
San Francisco

Hi there

A document has been released for record request #19-3663:

* SF Inventory of Citywide Enterprise Systems of Records (Gov Code 6270.5).pdf

Document links are valid for one month.
After October 11, you will need to sign in to view the document(s).

Questions about your request? Reply to this email or sign in to contact staff at San Francisco.
Technical support: See our help page

On Aug. 21, 2019:
Subject: California Public Records Act Request: SB 272 Enterprise Systems - Immediate Disclosure Request
Good afternoon,

This is a new Immediate Disclosure Request under the San Francisco Sunshine Ordinance, made before end of business August 21, 2019 directed to agency: " San Francisco City Attorney "

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

I request under the San Francisco Sunshine Ordinance (Ordinance) and the California Public Records Act (CPRA):

1. IMMEDIATE DISCLOSURE: your catalog of all of your department's enterprise systems, as defined by SB 272 / Gov Code 6270.5
2. regular disclosure timeline: internal memos/directives/orders/emails/changelogs of your 2018 and 2019 updates to the catalog, or any other writings evidencing your agency's compliance with Gov Code 6270.5(f): "The local agency shall complete and post the catalog required by this section by July 1, 2016, and **thereafter shall update the catalog annually**." (emphasis mine)

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Gov Code 6270.5 reads in relevant part: "6270.5. (a) In implementing this chapter, each local agency, except a local educational agency, shall create a catalog of enterprise systems. The catalog shall be made publicly available upon request in the office of the person or officer designated by the agency's legislative body. The catalog shall be posted in a prominent location on the local agency's Internet Web site, if the agency has an Internet Web site. The catalog shall disclose a list of the enterprise systems utilized by the agency and, for each system, shall also disclose all of the following: ..."

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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

Filed via MuckRock.com

E-mail (Preferred): 79182-05441065@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%252Fsan-francisco-city-attorney-797%252Fsb-272-enterprise-systems-immediate-disclosure-request-79182%252F%253Femail%253Dsotf%252540sfgov.org&url_auth_token=AAAUFBaWTyfyRXNxLh3MkFOGTxo%3A1iAHM

n%3AFp_pzWeo_nwfl50BTUnQKEtE_As

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Leger, Cheryl (BOS)

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)

From: 79182-05441065@requests.muckrock.com
Sent: Wednesday, September 11, 2019 8:29 AM
To: SOTF, (BOS)
Subject: RE: California Public Records Act Request #19-3663
Attachments: SF20Inventory20of2020Citywide20Enterprise20Systems20of20Records20Gov20Code206270.5.pdf

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San Francisco City Attorney
PRA Office
Room 234
1 Doctor Carlton B Goodlett Place
SF, CA 94102

September 11, 2019

This is a follow up to request number 19-3663:

**** FILE 19094 AND FILE 19095 ****

SOTF,

1. Have responses by respondents been received by the Task Force in these cases? I believe they were due yesterday.
2. Please add this message and attachment to each of the files 19094 and 19095. It is the actual (belated) disclosed record by Dept of Tech, but is still missing all the required disclosures as alleged in my original complaint.

Thanks,
Anonymous

Filed via MuckRock.com

E-mail (Preferred): 79182-05441065@requests.muckrock.com

Upload documents directly:

https://accounts.muckrock.com/accounts/login/?url_auth_token=AAAuFBaWtyfyRXNxLh3MkFOGTxo%3A1i84Ya%3ALXI%3DoZ_xf6r0wz7ebTaxf2ohC7O0&next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Fsan-francisco-city-attorney-797%252Fsb-272-enterprise-systems-immediate-disclosure-request-79182%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 79182
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: [Document Released] San Francisco public records request #19-3663
San Francisco

Hi there

A document has been released for record request #19-3663:

* SF Inventory of Citywide Enterprise Systems of Records (Gov Code 6270.5).pdf

Document links are valid for one month.
After October 11, you will need to sign in to view the document(s).

Questions about your request? Reply to this email or sign in to contact staff at San Francisco.
</br>Technical support: See our help page

On Sept. 11, 2019:
Subject: Your San Francisco public records request #19-3663 has been published.
San Francisco

Hi there

Record request #19-3663 has been published and is now available for public view.

Questions about your request? Reply to this email or sign in to contact staff at San Francisco.
</br>Technical support: See our help page

On Sept. 11, 2019:
Subject: [External Message Added] San Francisco public records request #19-3663
San Francisco

Hi there

A message was sent to you regarding record request #19-3663:

I sent you a better formatted PDF file for the SF Inventory of Citywide Enterprise Systems of Records.

Thank you for your patience.

Questions about your request? Reply to this email or sign in to contact staff at San Francisco.
</br>Technical support: See our help page

On Sept. 11, 2019:
Subject: [Document Released to Requester] San Francisco public records request #19-3663
San Francisco

Hi there

A document has been released to you for record request #19-3663:

* SF Inventory of Citywide Enterprise Systems of Records (Gov Code 6270.5).pdf

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Questions about your request? Reply to this email or sign in to contact staff at San Francisco.
</br>Technical support: See our help page

On Sept. 11, 2019:
Subject: [Document Released to Requester] San Francisco public records request #19-3663
San Francisco

Hi there

A document has been released to you for record request #19-3663:

* SF Inventory of Citywide Enterprise Systems of Records (Gov Code 6270.5).pdf

Document links are valid for one month.
After October 11, you will need to sign in to view the document(s).

Questions about your request? Reply to this email or sign in to contact staff at San Francisco.
Technical support: See our help page

On Aug. 21, 2019:
Subject: California Public Records Act Request: SB 272 Enterprise Systems - Immediate Disclosure Request
Good afternoon,

This is a new Immediate Disclosure Request under the San Francisco Sunshine Ordinance, made before end of business August 21, 2019 directed to agency: " San Francisco City Attorney ".

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

I request under the San Francisco Sunshine Ordinance (Ordinance) and the California Public Records Act (CPRA):

1. IMMEDIATE DISCLOSURE: your catalog of all of your department's enterprise systems, as defined by SB 272 / Gov Code 6270.5
2. regular disclosure timeline: internal memos/directives/orders/emails/changelogs of your 2018 and 2019 updates to the catalog, or any other writings evidencing your agency's compliance with Gov Code 6270.5(f): "The local agency shall complete and post the catalog required by this section by July 1, 2016, and **thereafter shall update the catalog annually**." (emphasis mine)

PDFs, archived webpages (but not merely a URL), and spreadsheets are all acceptable formats under Admin Code 67.21(l).

Gov Code 6270.5 reads in relevant part: "6270.5. (a) In implementing this chapter, each local agency, except a local educational agency, shall create a catalog of enterprise systems. The catalog shall be made publicly available upon request in the office of the person or officer designated by the agency's legislative body. The catalog shall be posted in a prominent location on the local agency's Internet Web site, if the agency has an Internet Web site. The catalog shall disclose a list of the enterprise systems utilized by the agency and, for each system, shall also disclose all of the following: ..."

Since Gov Code 6270.5 requires you to have this catalog, and to have already published it to your website, you should be able to produce it immediately. I am explicitly requesting a copy be sent to me, not just a URL, as I want a specific version I can use as evidence in any appeals/complaint process I pursue.

If the catalog fails to accurately reflect the requirements of 6270.5, I may pursue corrective action, including with the SOTF (Gov Code 6270.5 is incorporated by reference into the Sunshine Ordinance via SF Admin Code 67.21(k)). My brief perusal of at least one version of the SB 272 catalog for SF (<https://data.sfgov.org/widgets/ebux-gcnq>) shows that many city agencies' catalogs appear to be incomplete.

If your department currently is a respondent before the SOTF in one of my cases re: electronic records, I also intend to use this information to demonstrate why certain electronic formats should be available to the public within the meaning of Gov Code 67.21(l).

Inventory of Citywide Enterprise Systems of Records
In compliance with CA Government Code 6270.5 (passed via SB 272)

ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
311-0001-S	311	311-CMS	To measure calls offered, calls answered, service levels, avg speed of call, % of calls transferred, etc.	311 Call metrics recorded on the AVAYA Call Management System (CMS)	AVAYA	AVAYA Call Management System	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
311-0002-S	311	311-EMAPP (Engagement Management App)	To record, transmit, and store service requests, photos, agency responses, case resolution notes, etc.	Holds all service request data	Verint	Verint	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
311-0005-S	311	311 - Business Intelligence	To pull reports of cases by category, agency, location, description, and/or date, for city departments or external users.	All case data, all categories	Verint	Verint	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
311-0006-S	311	311 - Squiz Matrix	To store information on government services, city departments' websites and web content, and temporary events.	Knowledge base articles, web site articles	Verint	Verint	Continuous	Continuous	Level 2 - Internal Use	Level 1 - Public
ADP-0001-S	Adult Probation	CTAG	APD's management and operational system	APD's Case Management System (CMS) - contains criminal justice information on all clients and cases that come through APD, including Pre-Sentence Investigation cases and all supervision cases (i.e., probation, mandatory supervision, and PRCS, and Proposition 63 cases. This database contains the following information: criminal justice individual identifiers, demographics, legal case history, supervision case management notes, drug testing and registration information, and other relevant criminal history information on individuals referred by the court to APD. APD's CMS runs on an Oracle Database platform.	Syscon	COTS	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
ADP-0002-S	Adult Probation	COMPAS	APD's risk and needs assessment system	Client risk and needs assessment data	northpointe, Inc.	COTS	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
ADP-0004-S	Adult Probation	Ankle Bracelet Monitoring	ADP's electronic monitoring tracking system	Vendor-provided system used to track movement of clients on Electronic Monitoring.	Leaders in Community Alternatives	COTS	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
ADP-0011-S	Adult Probation	Reentry Pod Database	Database for tracking clients in the jail Reentry Pod	Vendor-created access database used to track clients in the Reentry Pod in County Jail.	Gary Koenig	MS Access	Continuous	Weekly	Level 4 - Protected	Level 4 - Protected
ADP-0014-S	Adult Probation	LCA Database	Database for tracking clients referred to the Community Assessment Services Center (CASC).	Referrals to the Community Assessment and Services Center (CASC)	Microsoft	MS Access	Continuous	Monthly	Level 4 - Protected	Level 4 - Protected

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Inventory of Citywide Enterprise Systems of Records
In compliance with CA Government Code 6270.5 (passed via SB 272)

ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
IR-0004-S	Airport	APS - Aircraft Parking System	To track airline aircraft parking activities.	APS enables Airfield Operations and Ramp Tower personnel to manage the aircraft parking lifecycle from initial reservation through approval for billing.	Homegrown	Oracle 11G	Daily	Daily	Level 1 - Public	Level 1 - Public
IR-0011-S	Airport	PARCS - Parking Management System	To manage parking usage and payments	PARCS manages all SFO parking garages, tracking entrances and exits and collecting parking fees.	S&B	COTS	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
IR-0015-S	Airport	Airport Museum Exhibits	To track records of exhibits.	This database stores information about SFO Museum collections and all past, current, and future museum exhibits.	Apple/FileMaker	FileMaker Pro	Daily	Daily	Level 2 - Internal Use	Level 1 - Public
AIR-0018-S	Airport	Noise Abatement System	To track aircraft noise testing results and noise complaints	The Noise Abatement System measures and tracks aircraft noise and complaints	BridgeTech	Oracle	Daily	Daily	Level 1 - Public	Level 1 - Public
AIR-0019-S	Airport	SFO Construction	To publish construction contracts and standards.	Drupal website listing how to do business with the Airport	Homegrown	MySQL	Daily	Daily	Level 1 - Public	Level 1 - Public
AIR-0020-S	Airport	GMS - Gate Management System	To allocate gates and stands to airlines	System that manages gate assignments -- also called RMS - Resource Management System	ARINC	MS SQL Server	Daily	Daily	Level 1 - Public	Level 1 - Public
AIR-0021-S	Airport	PMBS - Property Management and Billing System - Air Traffic	To track airtraffic activities for billing purposes.	PMBS is an Airport-wide revenue management system that tracks the full lifecycle of agreements to billing including revenue activities of a wide varieties. PMBS Air Traffic module record montly air traffic statistics	GCR Inc.	Oracle and Dot Net	Daily	Daily	Level 2 - Internal Use	Level 1 - Public
AIR-0022-S	Airport	PMBS - Property Management and Billing System (Utility)	To track utility consumption for billing purposes.	PMBS is an Airport-wide revenue management system that tracks the full lifecycle of agreements to billing including revenue activities of a wide varieties. PMBS Utility Module records monthly utility consumption by tenants and billing.	GCR Inc.	Oracle and Dot Net	Daily	Daily	Level 2 - Internal Use	Level 1 - Public
AIR-0023-S	Airport	Customer Survey	To collect passenger feedback to the airport	Airport customer survey conducted through ASQ	ASQ	External	Quarterly	Quarterly	Level 1 - Public	Level 1 - Public
AIR-0028-S	Airport	GTMS (Ground Transportation Management System)	To manage ground transportation activities.	This is SFO's second generation system to manage commercial vehicle permits, trips, and billing. GTMS will replace the existing GTU systems	IBI Group	SQL Server	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
AIR-0032-S	Airport	Custodial Shift Management System	To manage custodial shifts.	This database stores and manages custodial staff shift rotation and timesheets	Homegrown	MS Access	Daily	Daily	Level 3 - Sensitive	Level 2 - Internal Use

Inventory of Citywide Enterprise Systems of Records
In compliance with CA Government Code 6270.5 (passed via SB 272)

ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
AIR-0035-S	Airport	Shared Ride Vans	To help guests find share rides by provider/time/destination.	The Airports new shared-ride van permit states that customers will be provided Shared Ride Van Availability (SRV) information on the Display monitor at the lower level information booths. The data is used to track-SRV availability by provider/destination/time.	Homegrown	Oracle	Daily	Daily	Level 1 - Public	Level 1 - Public
AIR-0036-S	Airport	Ground Support Equipment Inspection Program (GSESIP)	To record inspection results of ground equipment on the airfield and to issue fines where violations occur.	The goal of the program is to increase overall safety awareness by eliminating preventable accidents and/or injuries related to GSE driving and maintenance. Auto-shop conducts random and scheduled inspections on the GSE's to ensure they meet programs standards. The inspection data is used to generate a scorecard for GSE providers as well as various other reports.	Cloud Solution (www.fieldid.com)	HTML Admin Site (Desktop), iOS Mobile App.	Daily	Daily	Level 3 - Sensitive	Level 3 - Sensitive
AIR-0038-S	Airport	Zendesk	To track customer feedback and comments, and to coordinate responses from airport and airlines.	SFO customers submit complaints, compliments, questions and suggestions. SFO staff provide feedback.	Zendesk	Data available through Zendesk core api	Daily	Daily	Level 2 - Internal Use	Level 1 - Public
AIR-0039-S	Airport	Day Permit System	To allow ground transportation companies to apply temporary operating permits at SFO.	This is a system that allows charter ground operators (Shuttles, vans and buses) to apply for a temporary operating permit at the airport. The system also allows GTU to keep track of operators who have registered in the system and validate the day permits. Simultaneously, the system also governs business rules associated to a Special Event, i.e. Super Bowl. The new version of the system will include automated payments for operators via Authorize.net payment gateway.	Homegrown	Oracle	Daily	Daily	Level 2 - Internal Use	Level 1 - Public
AIR-0040-S	Airport	Job Applicant Tracking System (iCIMS)	To provide job fulfillment services to airport tenants	This is a SaaS application that allows airport tenants to post job announcements, receive applications, and track fulfillment processes. Job seekers can also check the statuses of their applications	iCIMS	SaaS	Continuous	Daily	Level 3 - Sensitive	Level 1 - Public
	Airport	Passenger Processing System (PPS)	To manage flight operations	This is a newly implemented system that will eventually replace AODB. It manages flight schedule updates, gate assignment, and baggage belt assignment.	SITA	MS SQL Server	Continuous	Daily	Level 2 - Internal Use	Level 1 - Public

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Inventory of Citywide Enterprise Systems of Records
In compliance with CA Government Code 6270.5 (passed via SB 272)

ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
ART-0015-S	Arts Commission	GoGrants	Tracking grants applications and awards	Captures all information submitted through the agency's grants applications, scoring and notes from panelists and details about the awards. Data is exported and imported into Filemaker on an annual basis. System is going away after this fiscal year to be replaced by a grants management system built on Salesforce platform.	WESTAF	MS Excel	Annually	Annually		
ART-0016-S	Arts Commission	QuickBooks	Tracking financial information from public arts projects	Captures information about the budget, contract with artists, and admin expenses.	QuickBooks	Mixed	Continuous	Continuous		
ART-0001-S	Arts Commission	Filemaker	Tracking system for historical Grants related information	Most of our grants affiliated data is kept in our Filemaker relational database. It includes: panels, applications, and grant awards, as well as individual contact information	Apple/FileMaker	FileMaker Pro 10	Continuous	Continuous	Level 1 - Public	Level 1 - Public
ART-0002-S	Arts Commission	EmbARK	Management system for agency's art collection	A museum collections management systems that holds the city's civic art collection catalogue	EmbARK	EmbARK	Continuous	Continuous	Level 4 - Protected	Level 1 - Public
ART-0005-S	Arts Commission	Slideroom	Project application system for public art projects	Online program for application tracking for Arts Commissions applicant programs	Slideroom	Slideroom	Monthly	Monthly		
ART-0010-S	Arts Commission	Constant Contact	Contact management system for agency newsletter and event announcements and contact data.	Online program keeps contact data, e-newsletter stats, etc.	Constant Contact	Constant Contact	Continuous	Continuous		
ART-0014-S	Arts Commission	Next Request	Tracking the agency's public record request	Captures the request, all communication related to the request and the results fo the result minus any personal information not subjected to sunshine ordinance	NextRequest	Mixed	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
AAM-0001-S	Asian Art Museum	Museum Attendance & Impact	Track data to assess museum's onsite attendance.	Attendance: paid, free, visitors to cafe & store only, school groups. Potentially will begin including rental and special events.	Microsoft	MS Excel	Daily	Monthly	Level 3 - Sensitive	Level 3 - Sensitive
ASR-0001-S	Assessor-Recorder	AS400	AS400 contains all of the property information for all 208,000 parcels in San Francisco. This system is used daily by our real estate appraisers to track property characteristics, value, and notes related to each individual parcel.	Contains the property information for all 210,000 parcels in the City & County of San Francisco. Including in database: property characteristics, transaction event date, current & historical property value.	EZ Access (Hamer)	IBM DB2	daily	daily	Level 4 - Protected	Level 1 - Public

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Inventory of Citywide Enterprise Systems of Records
In compliance with CA Government Code 6270.5 (passed via SB 272)

ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
ASR-0002-S	Assessor-Recorder	CRIIS	CRIIS contains documents recorded with the Office of the Assessor-Recorder and made part of the public record. The documents recorded are related to properties in San Francisco and are made public for access.	CRIIS stands for Clerk-Recorder Imaging Information System. For the purposes of ASR, this data base provides access to public records for county government.	CRIIS (Southtech)	CRIIS	daily	daily	Level 4 - Protected	Level 1 - Public
PAB-0001-S	Board of Appeals	Appeal Management Database	Used to process, track and report on appeals.	Appeals and Jurisdiction data filed with the Board	Microsoft	MS SQL Server	Continuous	Continuous	Level 2 - Internal Use	Level 1 - Public
BOS-0001-S	Board of Supervisors	Legistar		Clerk of the Board's legislative data	Granicus	COTS	Continuous	Continuous	Level 1 - Public	Level 1 - Public
BOS-0002-S	Board of Supervisors	Insite		InSite, or the Legislative Research Center (LRC), is the public access module of the program that makes Legistar data available on the Internet.	Granicus	COTS	Continuous	Continuous	Level 1 - Public	Level 1 - Public
BOS-0004-S	Board of Supervisors	Legislative Archival Files		Contains some pre-Legistar, digital archives of Board and Commission meeting information (Journals/Minutes, Ordinances, Resolutions, Motions, Municipal reports, etc.) which is also available on the virtual server provisioned by DT.	BOS	Scanned Documents, MS Server	Continuous	Continuous		
BOS-0005-S	Board of Supervisors	Legislative Archival Files		Contains legislative archives of Board and Commission meeting information (Agendas, Journals/Minutes, Ordinances, Resolutions, Motions, Municipal reports, etc.) and audio/video media files of meetings	BOS	Video, MS Server	Continuous	Continuous		
BOS-0006-S	Board of Supervisors	AAB System		Assessment Appeals Board (AAB) database of Assessment Appeal Applications and hearing information.	Microsoft	MS SQL Server	Continuous	Continuous	Level 1 - Public	Level 1 - Public
DBI-0001-S	Building Inspection	Permit Tracking System (PTS)	Permit tracking	Transactions relating to the Department of Building Inspection's permitting processes.	Oracle	Oracle	Daily	Daily	Level 1 - Public	Level 1 - Public
DBI-0003-S	Building Inspection	PPTS	Permit and entitlement tracking	Shared system between Planning and DBI hosted by third-party vendor, Accela, not yet operational for DBI.	Accela	Accela Land Management	Daily	Daily	Level 1 - Public	Level 1 - Public

Inventory of Citywide Enterprise Systems of Records
 In compliance with CA Government Code 6270.5 (passed via SB 272)

ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
C-0001-S	Children and Families Commission	Contract Management System (CMS)	Cityspan's CMS system enables the department to collect and compile key financial, statistical, and narrative information on funded programs and initiatives.	CMS is a comprehensive, web-based grants management database designed by Cityspan, Inc. The system houses several types of data related to our funded programs and the services they administer. Programs enter details on their overall budget and monthly expenditures as well as details related to their funded scope of work, including performance targets which are tracked and reported on quarterly. For a large portion of our funded programs, the system also collects data on services and activities, participants and activity attendance.	CitySpan	MS SQL Server	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
CFC-0003-S	Children and Families Commission	Web-based Early Learning System (WELS)	WELS is designed to support quality rating and improvement work for early childhood education centers and other educational settings.	WELS is a cloud-based computing system that allows import and export of data from multiple sources. It holds and organizes multiple early care and education site level data components, such as teacher, education and credentials, staff training and professional development experiences, classroom environmental assessments, classroom instructional assessments, adult/child ratios, curricula information, and family engagement activities. Information is then utilized to generate quality rating scores, site work plans, and quality improvement statistics.	Blue Jean Ware	WELS	Continuous	Continuous	Level 4 - Protected	Level 1 - Public
CHF-0001-S	Children, Youth & Their Families	Contract Management System (CMS)	System for managing grantee workplans, invoices, and program activity data.	Data submitted by DCYF grantees	CitySpan	Web Application	Continuous	Continuous	Level 4 - Protected	Level 1 - Public

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Inventory of Citywide Enterprise Systems of Records
In compliance with CA Government Code 6270.5 (passed via SB 272)

ID	Department-Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
CHF-0002-S	Children, Youth & Their Families	Youth survey data	Youth survey data is collected from youth participants attending DCYF-funded activities. Data collected includes participant rankings of quality and service from programmatic domains such as Youth Development, Promoting Diversity Equity and Inclusion, Program Environment and Safety, Linkages with teh School Day, and Intentional Skill Building. Demographic details about the youth are also collected through the survey.	Data collected via annual youth survey	Microsoft/SurveyMonkey	MS Excel	Yearly	Yearly	Level 4 - Protected	Level 4 - Protected
	Children, Youth & Their Families	YPQA Results	Assessments of youth program quality according to YPQA structured areas are entered into YPQA database to support ongoing performance review and improvement.	Ratings of program quality structured according to YPQA quality categories	Weikart Center for Youth Program Quality	.csv downloads	Continuous	Continuous	Level 2 - Internal Use	Level 1 - Public
CAT-0001-S	City Attorney	CityLaw Claims Management module	Record Government Code claims filed with the City.	Records Government Code claims filed with the City	Cycom Data Systems	CityLaw	As Needed	As Needed	Level 4 - Protected	Level 1 - Public
CAT-0002-S	City Attorney	CityLaw Collection Management module	Record collection process information to collect costs for damage to City property.	Records collection matters pursued by the City	Cycom Data Systems	CityLaw	As Needed	As Needed	Level 4 - Protected	Level 1 - Public
CAT-0003-S	City Attorney	CityLaw Litigation Management module	Record civil lawsuits filed against the City.	Records lawsuits filed by and against the City	Cycom Data Systems	CityLaw	As Needed	As Needed	Level 5 - Restricted	Level 1 - Public
CII-0001-S	Community Investment and Infrastructure	Resolution Index database	Commission and Oversight Board approval for action to be conducted	Commissions and Oversight Board's meetings data: Agenda, Minute, Memo and Resolution. Year:1948-Current. Size: 15,788 records	Microsoft	MS SQL Server	As Needed	As Needed	Level 1 - Public	Level 1 - Public
CII-0002-S	Community Investment and Infrastructure	Forward Calendar	Tentative items to be presented before Commission and Oversight Board	Incoming Commissions and Oversight Board meeting items. Year: 2000-Current	Microsoft	MS Access	As Needed	As Needed	Level 1 - Public	Level 1 - Public
CII-0003-S	Community Investment and Infrastructure	Correspondence Log database	Incoming & Outgoing Correspondence	Agency's correspondences. Year: 1973-Current. Size:118,523 records	Microsoft	MS SQL Server	As Needed	As Needed	Level 1 - Public	Level 1 - Public
CII-0004-S	Community Investment and Infrastructure	Document Tracking and Contract database	Documents to be prepared for contracts	Agency's contracts	Microsoft	MS Access	As Needed	As Needed	Level 1 - Public	Level 1 - Public
CII-0005-S	Community Investment and Infrastructure	Account Payable database	Payment records	Agency's transaction checks and wires. Year: 2004-Current	Microsoft	MS Access	As Needed	As Needed	Level 1 - Public	Level 1 - Public

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Inventory of Citywide Enterprise Systems of Records
In compliance with CA Government Code 6270.5 (passed via SB 272)

ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
CII-0006-S	Community Investment and Infrastructure	Bond database	Resource Funds issued thru bonds	Agency's issued bonds. Year: 2004-Current, older year in the processed:	Microsoft	MS Access	As Needed	As Needed	Level 1 - Public	Level 1 - Public
CON-0001-S	Controller	Financial Reporting (EIS)	Financial reporting system	Significant portions of the data in the City's FAMIS accounting and purchasing system are transformed and loaded nightly to an Oracle database and used as the source for an IBM/Cognos reporting system. This system is used for legacy (FY2017 and prior) financial reporting.	Multiple	Oracle Database 11g; Informatica 9.1; IBM/Cognos 10.2	Not updated (historical only)	Not updated (historical only)	Level 3 - Sensitive	Level 1 - Public
CON-0002-S	Controller	Budget Preparation	Budget preparation system	Budget Preparation data is entered by departments into an IBM/Cognos based system.	Multiple	Oracle Database 11g; Informatica 9.1; IBM/Cognos 10.2	Daily	Daily	Level 1 - Public	Level 1 - Public
CON-0003-S	Controller	Performance Measurement	Performance measurement data entry system	Performance Measurement data is entered by departments into an IBM/Cognos based system.	Multiple	Oracle Database 11g; Informatica 9.1; IBM/Cognos 10.2	Daily	Daily	Level 1 - Public	Level 1 - Public
CON-0005-S	Controller	City Survey Results	Database of responses to surveys evaluating City services and other community issues	Biennial study of residents' perceptions of the quality of select City services and other community issues.	Microsoft	MS Excel	Yearly	Yearly	Level 1 - Public	Level 1 - Public
CON-0006-S	Controller	Parks	Database of City park maintenance standards and compliance inspection results	Maintenance standards for parks and schedules and inspect for compliance since July 2004.	Microsoft	MS Access	Yearly	Yearly	Level 1 - Public	Level 1 - Public
CON-0007-S	Controller	Streets & Sidewalks	Database of City street and sidewalk maintenance standards and compliance inspection results	Maintenance standards for streets and sidewalks and schedules and inspect for compliance since July 2004. This data file consolidates street and sidewalk inspection results FY07-FY11.	Microsoft	MS Excel	Monthly	Monthly	Level 1 - Public	Level 1 - Public
CON-0008-S	Controller	F&P Reports and Analytics	Financial reporting and analytics system	Significant portions of the data in the City's PeopleSoft ERP system are transformed and loaded nightly to an Oracle database and used as the source for an Oracle Business Intelligence Enterprise Edition reporting system. This system is used for current (FY2018 and beyond) financial reporting.	Oracle	Oracle Database 11g, Oracle Data Integrator 11g, Oracle Business Intelligence Enterprise Edition 12c	Daily	Daily	Level 3 - Sensitive	Level 1 - Public

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Inventory of Citywide Enterprise Systems of Records
In compliance with CA Government Code 6270.5 (passed via SB 272)

ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
CON-0009-S	Controller	Regression data for Inclusionary Housing Simulation Model	Housing development research	In order to understand how higher inclusionary housing requirements affects the feasibility of new market-rate housing development, the Controller's Office contracted with Blue Sky Consulting Group to statistically model the factors that affect the probability of housing development in San Francisco. This data underlies the model reported in our preliminary report. An overview of the statistical analysis is provided in main section of the report, with more details provided in the Appendix.	Microsoft	MS Excel	Not updated (historical only)	Not updated (historical only)	Level 1 - Public	Level 1 - Public
OCC-0001-S	Department of Police Accountability	Case/Supervisor Tracking and Investigator Case Browser Systems		Data about all complainants, officers, allegations, events/deadlines, findings, outcomes etc. within cases.	Microsoft	MS Access	As Needed	As Needed		
DAT-0002-S P1056	District Attorney	DAMION	Primary case management system for the San Francisco District Attorney's Office, including criminal case processing, juvenile case processing, victim services, and district attorney investigations.	Case management system.	Courtview Justice Solutions	Courtview Justice Solutions	As Needed	As Needed	Level 4 - Protected	Level 3 - Sensitive
ECN-0001-S	Economic & Workforce Development	WorkforceCentral (WFC)	Data collection system that tracks information about participants activities and outcomes.	WFC is a relational database, which contains inform	AJWI	COTS	Continuous	Continuous	Level 4 - Protected	Level 3 - Sensitive
ECN-0002-S	Economic & Workforce Development	GMS	Tracks information about participants and their activities within Community Development Block Grant (CDBG) funded Workforce and Economic Development programs.	Tracks information about participants and their activities within Community Development Block Grant (CDBG) funded Workforce and Economic Development programs.	CitySpan	Grant Management System (GMS)	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
ECN-0003-S	Economic & Workforce Development	CityBuild Data System (under migration)	Tracking client projects and contact data.	Contains information used by the CityBuild compliance and Employment Networking Services teams to ensure compliance with San Francisco construction workforce policies.	TBD	CityBuild Data System	Continuous	Continuous	Level 4 - Protected	Level 3 - Sensitive
ECN-0006-S	Economic & Workforce Development	CPMC Tracking	Tracks information about participants referred to and hired by CPMC	Staff and provider partners track compliance information for CPMC in a spreadsheet.	Microsoft	MS Excel	Continuous	Monthly	Level 3 - Sensitive	Level 3 - Sensitive

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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
ECN-0007-S	Economic & Workforce Development	Business Services Job Listings	To assist employers and inform service providers about current job opportunities that are available.	The business services team collect and share information about job opportunities and first source job listings.	Microsoft	MS Excel	Continuous	Weekly	Level 1 - Public	Level 1 - Public
ECN-0008-S	Economic & Workforce Development	Business Services WARN notices	To assist employers and former employees with workforce related services	The business services team tracks WARN notices (notices about layoffs) and services provided to affected employees.	Microsoft	MS Excel	Continuous	Weekly	Level 1 - Public	Level 1 - Public
ECN-0009-S	Economic & Workforce Development	Total Grant Solutions (TGS)	Total Grant Solutions provides our procurement and financial grant management software.	Total Grant Solutions provides our grant management software.	Tekmeca	Total Grant Solutions	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
ECN-0010-S	Economic & Workforce Development	Employment Training Panel	Track student training work hours and wages.	Outside Vendor Uses ETP Online Class/Lab Tracking System to upload/enter attendance and placement data	Microsoft	MS Excel	Quarterly	Quarterly	Level 4 - Protected	Level 4 - Protected
ECN-0011-S	Economic & Workforce Development	Jobs Portal	Matching job seekers to employers through providers; First Source tracking	Providers, job seekers, employers, and Business Services are all involved in job matching.	Launchpad (Salesforce platform)	Jobs Portal	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
REG-0001-S	Elections	EIMS	Maintains voter registration, precincts, districts, poll workers, and ballot information.	Election Information Management System.	DFM	MS SQL Server	As Needed	As Needed	Level 4 - Protected	Level 1 - Public
REG-0002-S	Elections	WinEDS	Tabulates election results and generates reports.	Vote Tabulation System. Election Results.	Dominion	MS SQL Server	As Needed	As Needed	Level 1 - Public	Level 1 - Public
REG-0003-S	Elections	IRIS	Tracks incidents reported to the Election Center on election day and coordinates response.	Election Day Incident Reporting Information System.	n/a	MS SQL Server	As Needed	As Needed	Level 1 - Public	Level 1 - Public
REG-0004-S	Elections	Outreach DB	Tracks community organizations, events, staff, and materials.	Database of community contacts and outreach presentation scheduling system	n/a	MS SQL Server	As Needed	As Needed	Level 1 - Public	Level 1 - Public
REG-0006-S	Elections	Ballot Tracking DB	Tracks all vote-by-mail and provisional ballots through tabulation process, including sorting, extraction, qc, tabulation, and exceptions	Tracks all vote-by-mail and provisional ballots through tabulation process, including sorting, extraction, qc, tabulation, and exceptions	n/a	MySQL	As Needed	As Needed	Level 1 - Public	Level 1 - Public
REG-0007-S	Elections	RFID Equipment Inventory	Tracks all voting machines and equipment stored at the department's warehouse	Tracks all voting machines and equipment stored at the department's warehouse	n/a	MS SQL Server	As Needed	As Needed	Level 1 - Public	Level 1 - Public
ENV-0004-S	Environment	Pesticide Use Reporting Database (PURS)	Comply with Environment Code Chapter 3.	Pesticide Use Reporting Database (PURS) is a record of all pesticide products used on San Francisco properties (City-owned properties).	Microsoft	MS SQL Server	Monthly	Yearly	Level 1 - Public	Level 1 - Public
ENV-0005-S	Environment	SF Energy Watch CRM	SF Energy Watch, an energy efficiency incentive program, stores records of past and potential participants in a single customized database.	Records of past and potential SF Energy Watch participants in a customized database.	SugarCRM	Sugar Professional CRM	Daily	Daily	Level 4 - Protected	Level 1 - Public

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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
ENV-0008-S	Environment	Salesforce and US DOE Standard Energy Efficiency Data Platform	Owners of commercial buildings 10,000 sq ft and larger are required to annually report energy benchmarking data, and obtain an energy audit once every 5 years.	Dataset consists of status of compliance with Environment Code Ch 20, and data disclosed to SF Environment in the course of compliance.	Salesforce	Salesforce CRM	Annually	As needed	Level 3 - Sensitive	Level 1 - Public
ENV-0009-S	Environment	Department of Environment GHG Inventory Database	The Department of Environment Greenhouse Gas (GHG) Inventory Database stores both San Francisco's Community-wide and Municipal GHG inventories	Consumption of fuels and greenhouse gases emitted annually for trending over time.	Microsoft	Excel PowerQuery	Annually	As needed	Level 1 - Public	Level 1 - Public
ENV-0010-S	Environment	Recognized Healthy Nail Salons in San Francisco	Maintain a list of recognized Healthy Nail Salons in San Francisco.	Name of business, contact information.	Microsoft	Excel	As needed	As needed	Level 1 - Public	Level 1 - Public
ETH-0001-S	Ethics Commission	Netfile	Electronic filing/document management/public access system for ethics disclosures	Netfile is a cloud hosted SAAS system to store forms and transactions for campaign finance, lobbyist, conflict of interest, and campaign consultant regulation.	Netfile	MS Excel Download; API Access	Daily	Daily	Level 3 - Sensitive	Level 1 - Public
ETH-0002-S	Ethics Commission	Shared Drive	Document storage system for Ethics Commission work-product	Additional datasets are available in Excel/CSV spreadsheets, some of which are synced up to DataSF via Datasync. This includes campaign consultant data, contractors doing business with the city data, enforcement summaries, non-filer lists, public financing disbursements, IEC monitoring, VEC monitoring, and a list of campaign committees	Microsoft	MS Excel; CSV	As Needed	As Needed	Level 1 - Public	Level 1 - Public
ETH-0003-S	Ethics Commission	Ethics Commission Sharepoint	Document storage system for Ethics Commission work-product	The Ethics Commission is slowly moving towards SharePoint as a replacement for the Shared Drive as a repository of documents.	Microsoft	Sharepoint	As Needed	As Needed	Level 1 - Public	Level 1 - Public
ETH-0004-S	Ethics Commission	Ethics Commission Azure	Public facing storage of forms created through DocuSign	Documents created using DocuSign are copied to Azure automatically and made publicly available as PDFs.	Microsoft	Azure file storage	As needed	As needed	Level 1 - Public	Level 1 - Public
FLM-0001-S	Film Commission	Film Permit System	Tracking all film permits processed by the San Francisco Film Commission Office.	Film Permits data	Microsoft	MS Access	Continuous	Monthly	Level 4 - Protected	Level 4 - Protected
FLM-0002-S	Film Commission	Film Locations	A collection of filming locations of famous film and television shows shot in San Francisco.	Dataset updated about every 6 months for the purpose of highlighting interesting films to the public.	Microsoft	MS Excel	Continuous	Biannually	Level 1 - Public	Level 1 - Public
	Film Commission	Film Permit System	Tracking all film permits processed by the San Francisco Film Commission Office.	Film Permits data	Microsoft	MS Access	Continuous	Monthly	Level 3 - Sensitive	Level 3 - Sensitive

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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
FAM-0001-S	Fine Arts Museums	Blackbaud		Customer Relationship Manager for Member and Doner Management	Blackbaud	Raisers Edge	Daily	Daily		
ADM-0001-S	GSA - City Administrator's Office	CCG-Project Database	Grant awards project management	A listing of projects funded by the Community Challenge Grant Program, including grant award amount, project type, supervisorial district and other finance-related fields.	Microsoft	MS Excel	Daily	Quarterly	Level 1 - Public	Level 1 - Public
ADM-0019-S	GSA - City Administrator's Office	MOD- Plan Check Database	Track ADA Plan review applications and MOD Inspections.	Required applicants for new construction or alterations to ensure City-owned/ funded projects comply with architectural access standards in the ADA	Microsoft	MS Excel	Daily	Daily	Level 3 - Sensitive	Level 3 - Sensitive
ADM-0020-S	GSA - City Administrator's Office	GFTA-Grantee Database	List of annual grantees.	Listing of grantees, award amounts, fiscal year and other variables. Used as historical reference and as grant management database.	Microsoft	MS Access	Daily	Biannually	Level 1 - Public	Level 1 - Public
ADM-0021-S	GSA - City Administrator's Office	MOD-ADA Complaint Log	Track public complaints and their resolution.	Excel spreadsheet tracks details and response and resolution deadlines for ADA complaints, service requests, and curb ramp requests	Microsoft	MS Excel	Daily	Daily	Level 4 - Protected	Level 4 - Protected
ADM-0022-S	GSA - City Administrator's Office	MOD-ADA Transition Plan	Track Citywide progress on ADA transition plan	Excel spreadsheet tracks capital plan projects	Microsoft	MS Excel	Daily	Daily	Level 1 - Public	Level 1 - Public
ADM-0027-S	GSA - City Administrator's Office	OCME-MedEx	Medical Examiner Case Management System. Will be replaced in 2018.	Database that tracks cases as they move through the department through 8/31/2018	MedEx	COTS	Daily	Daily	Level 4 - Protected	Level 3 - Sensitive
ADM-0028-S	GSA - City Administrator's Office	OCME-Subpoena log	Record of OCME subpoenas received.	Excel spreadsheet that tracks subpoenas for OCME personnel	Microsoft	MS Excel	Daily	Daily	Level 4 - Protected	Level 3 - Sensitive
ADM-0029-S	GSA - City Administrator's Office	OCME-Legal Interaction log	Record of OCME staff participation in legal interactions.	Excel spreadsheet that tracks OCME consultation and court time	Microsoft	MS Excel	Daily	Daily	Level 3 - Sensitive	Level 3 - Sensitive
ADM-0030-S	GSA - City Administrator's Office	ACC-Chameleon	Animal managed system used by ACC	Relational database that tracks the animals and people served by ACC.	Chameleon	COTS	Continuous	Continuous	Level 4 - Protected	Level 2 - Internal Use
ADM-0031-S	GSA - City Administrator's Office	CS-Fleet Focus (Asset Works)	Automotive management system	Collects acquisition, servicing, mileage, fueling, shop expenses, departmental billing, historical costs, and fleet inventory data.	Microsoft	MS Access	Continuous	Continuous	Level 2 - Internal Use	Level 2 - Internal Use
ADM-0032-S	GSA - City Administrator's Office	CS-TRAK	Fuel dispensing audit system	Fuel dispensing transactions including vehicle, mileage, fuel type, and fuel quantity at 3 City-operated fuel stations.	Microsoft	MS Access	Continuous	Continuous	Level 1 - Public	Level 1 - Public

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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
ADM-0033-S	GSA - City Administrator's Office	CD-Vehicles.mdb	Temporary "draft" Excel spreadsheets used to generate budgets or entries in CCSF systems of records	Work space includes multiple tables for vehicles, departments, accounts, contacts, etc to examine, analyze, and report out.	Microsoft	MS Access	Continuous	Continuous	Level 2 - Internal Use	Level 2 - Internal Use
ADM-0034-S	GSA - City Administrator's Office	FYxx Exp & Recov Workbook.xls	Temporary "draft" Excel spreadsheets used to generate budgets or entries in CCSF systems of records	Work space to manage the budget, collecting monthly expenditures by subobject and recoveries by department, and projecting full-year balances	Microsoft	MS Excel	Monthly	Monthly	Level 2 - Internal Use	Level 2 - Internal Use
ADM-0035-S	GSA - City Administrator's Office	CS-Fuel Purchase Logsheet FYxx.xls	Temporary "draft" Excel spreadsheets used to generate budgets or entries in CCSF systems of records	Collects info on all incoming fuel deliveries	Microsoft	MS Excel	Daily	Monthly	Level 2 - Internal Use	Level 1 - Public
ADM-0038-S	GSA - City Administrator's Office	SF/ARTS-Website and Mobile App	Entertainment listings of San Francisco Bay Area	Responsive online and mobile arts resources for comprehensive listings of San Francisco and greater Bay Area arts and cultural events including editorial content and direct links to event details.	Larson Associates	html	Daily	Daily	Level 2 - Internal Use	Level 1 - Public
ADM-0041-S	GSA - City Administrator's Office	OCA-WebProcureTM	Bid Management	Bid Management & Reporting (Pilot Project)	Perfect Commerce	COTS	Daily	Daily	Level 2 - Internal Use	Level 2 - Internal Use
ADM-0042-S	GSA - City Administrator's Office	CC-AtPac Criis	Public on-line access for County Clerk records.	Database for City/County Official Oath of Office, notary Public Oath, Marriage License and Certificate, SF Domestic Partnership Registration, Fictitious Business Name, Vital Records, Legal Document Assistant, Deputy Marriage Commissioner Oath, Process Server Registration, Professional Photocopier Registration	AtPac Criis	Criis	Continuous	Continuous	Level 4 - Protected	Level 1 - Public
ADM-0044-S	GSA - City Administrator's Office	CC-Appointment system	Public on-line access for County Clerk appointments.	Web-based booking system for City ID Card Appointment, Marriage Ceremony Appointment, Marriage License Appointment, Military Priority Wedding Appointment	Appointment Plus	Appointment Plus	Continuous	Continuous	Level 4 - Protected	Level 1 - Public
ADM-0046-S	GSA - City Administrator's Office	Capital Planning Reporting Database (CPRd)	Internal project request system.	Project request management system that is used by departments to submit projects for inclusion in the capital plan or for funding through the annual budget. The requests and related information stored within the CPRd is an integral part of the 10 year capital plan and 2 year capital budget formulation process.	CIPPlanner	MS SQL Server	Monthly	Monthly	Level 1 - Public	Level 1 - Public

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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
ADM-0050-S	GSA - City Administrator's Office	CPG-Capital Plan Spreadsheet	Departmental spreadsheet of building related capital asset planning data.	The Master Capital Plan Workbook aggregates FRRM renewal data, and CPRd enhancement data, to generate the financial tables and charts for each chapter of the Capital Plan.	Microsoft	MS Excel	Daily	Quarterly	Level 1 - Public	Level 1 - Public
ADM-0051-S	GSA - City Administrator's Office	ADM-2 yr Capital Budget Spreadsheet	Budget and Planning Department Excel spreadsheets for all GSA Dept budgets.	The Budget workbook for each FY, aggregates and formats all Capital Budget requests from CPRd.	Microsoft	MS Excel	Weekly	Biannually	Level 1 - Public	Level 1 - Public
ADM-0052-S	GSA - City Administrator's Office	R&R-Private Schools Database	Listing of SF private school seismic status	Tracking database for research on seismic safety of SF private schools buildings.	Microsoft	MS Excel	Daily	Yearly	Level 2 - Internal Use	Level 1 - Public
ADM-0053-S	GSA - City Administrator's Office	R&R-Soft Story Database	List of SF buildings at higher than average seismic risk.	Co-maintained with DBI, tracking document for compliance with the Mandatory Soft Story Retrofit Program	Microsoft	MS Excel	Daily	Yearly	Level 2 - Internal Use	Level 1 - Public
ADM-0055-S	GSA - City Administrator's Office	OLSE-MWO claim log	OLSE Case Management System	Minimum Wage Ordinance case data (excluding back wages and penalties payment tracking)	Microsoft	MS Access	Daily	Monthly	Level 4 - Protected	Level 4 - Protected
ADM-0056-S	GSA - City Administrator's Office	OLSE-Wages recovered ? MWO & PSLO	OLSE Case Management System	Wages and penalties recovered for Minimum Wage Ordinance & Paid Sick Leave Ordinance by month	Microsoft	MS Excel	Daily	Monthly	Level 4 - Protected	Level 4 - Protected
ADM-0057-S	GSA - City Administrator's Office	OLSE-PSLO case log	OLSE Case Management System	Paid Sick Leave Ordinance case data (excluding back wages and penalties payment tracking)	Microsoft	MS Excel	Daily	Monthly	Level 4 - Protected	Level 4 - Protected
ADM-0058-S	GSA - City Administrator's Office	OLSE-HCSO cases	OLSE Case Management System	Health Care Security Ordinance case data	Microsoft	MS Excel	Daily	Monthly	Level 4 - Protected	Level 4 - Protected
ADM-0059-S	GSA - City Administrator's Office	OLSE-MCO HCAO claim log	OLSE Case Management System	Minimum Compensation & Health Care Accountability Ordinance case data	Microsoft	MS Excel	Daily	Monthly	Level 4 - Protected	Level 4 - Protected
ADM-0061-S	GSA - City Administrator's Office	OCA-City Contracts database	OCA bid tracking database. Will be replaced by PeopleSoft in 7/2017	Data on bids, calendar for prebid/precon meetings	Microsoft	MS Outlook	Daily	Monthly	Level 3 - Sensitive	Level 1 - Public
ADM-0062-S	GSA - City Administrator's Office	OLSE-Prevailing Wage case log	OLSE Case Management System	Prevailing Wage case data	Microsoft	MS Excel	Daily	Monthly	Level 4 - Protected	Level 4 - Protected
ADM-0105-S	GSA - City Administrator's Office	RED-CMMS- use of DPW's Infor system.	RED maintenance management system	Computerized Maintenance Management System (CMMS) is an online application which manages RED's properties' work orders received from city agencies and ensures work orders are completed	Infor	EAM (Enterprise Asset Management)	Daily	Monthly	Level 4 - Protected	Level 1 - Public
ADM-0109-S	GSA - City Administrator's Office	12B & 14B Waiver Database	Will be replaced by PeopleSoft in 1/2019	The 12B & 14B Waiver Database is used to track information on 12B and 14B waivers received and processed by CMD.	Microsoft	MS Access	Daily	Monthly	Level 3 - Sensitive	Level 1 - Public

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ADM-0112-S	GSA - City Administrator's Office	TIDA-Clipper Cove Permit Log	List of Anchorage Permits- TIDA	All Clipper Cove Anchorage Permits issued by TIDA are logged and tracked to include Permit #, vessel name, USCG or CF #, vessel owner/operator name, contact information, and date of Permit issuance and Permit expiration	Microsoft	MS Excel	Daily	Monthly	Level 3 - Sensitive	Level 1 - Public
ADM-0115-S	GSA - City Administrator's Office	TIDA- "Contact TIDA" responses	List of public inquiries- TIDA	Inquiries to TIDA, submitted through a standardized submittal form located on the TIDA website, by members of the public are collected in a Google database kept on TIDA's Google Drive account.	Google	Google Drive (Cloud Storage and File Backup)	Daily	Monthly	Level 3 - Sensitive	Level 2 - Internal Use
ADM-0116-S	GSA - City Administrator's Office	TIDA- "Development Contracting Opportunities" responses	List of potential contractor inquiries- TIDA	Individuals and firms interested in receiving future notifications of contracting opportunities with TIDA or TICD may submit their name, contact information, and may also specify which contracting opportunities they are interested in, through a form found on the TIDA website.	Google	Google Sheets	Daily	Monthly	Level 3 - Sensitive	Level 2 - Internal Use
ADM-0117-S	GSA - City Administrator's Office	Office of Cannabis: Temp Retail Permit Tracker	Permit Management	Permit Management-Temporary Retail permits	Microsoft	Excel	Daily	Daily	Level 4 - Protected	Level 1 - Public
ADM-0123-S	GSA - City Administrator's Office	TIDA-Property Spreadsheets	List of current market rate for real estate leases- TIDA	TIDA tracks market rate housing, affordable housing, residential housing, athletic fields, and commercial subleases'	Microsoft	MS Excel	Daily	Monthly	Level 3 - Sensitive	Level 1 - Public
ADM-0124-S	GSA - City Administrator's Office	TIDA-Master Leasing Pipeline	List of subleases, special events and Filming permits- TIDA	TIDA keeps a log of all-Subleases, Special Event, and Film Use permits	Microsoft	MS Word	Daily	Monthly	Level 1 - Public	Level 1 - Public
ADM-0128-S	GSA - City Administrator's Office	EC-Promoter Registry/ Entertainment Commission	List of active SF event promoters	Mandatory list of registered promoters working in San Francisco; available at: http://sfpromoter.sfgov.org/promoters-list	Department of Technology	Drupal/ xml/ html	Daily	Daily	Level 1 - Public	Level 1 - Public
ADM-0129-S	GSA - City Administrator's Office	CS-Fleet Tracking System	30 day log of recent vehicle activity	Real time monitoring of vehicle speed, location, and vehicle initiation status.	USA Fleet Solutions	Network Fleet 5000	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
ADM-0131-S	GSA - City Administrator's Office	CMD-12B Equal Benefits Certification Database	Will be replaced by PeopleSoft in 7/2017	The LBE certification database is used to track, qualify, and process enrollment of applicants into CMD?'s 12B Equal Benefits program.	Microsoft	MS Access	Daily	Monthly	Level 3 - Sensitive	Level 2 - Internal Use

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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
ADM-0133-S	GSA - City Administrator's Office	City-Operated Drone Flight Summary Database	Self reported drone activity by the public.	The City has authorized Departments to use drones to support specific activities during a one-year pilot period. As part of the evaluation of the pilot, Departments are required to submit drone flight summary information to the Open Data Portal within 48 hours of each flight.	Microsoft	Sharepoint	As Needed	As Needed	Level 1 - Public	Level 1 - Public
ADM-0134-S	GSA - City Administrator's Office	Entertainment Commission Chapter 116 Tracking	Notice of Disclosure Tracking System	Properties near a Place of Entertainment must have record of notification from owner to seller or lessees of the presence of licensed entertainment.	Digital Services (ADM)	Drupal/ xml/ html	Continuous	Continuous	Level 2 - Internal Use	Level 1 - Public
ADM-0135-S	GSA - City Administrator's Office	Firm Step	Permit Management System	private and commercial permits for events, noise, etc.	Digital Services (ADM)	Drupal/ xml/ html	Daily	Daily	Level 3 - Sensitive	Level 3 - Sensitive
ADM-0136-S	GSA - City Administrator's Office	Office of Cannabis: Screendoor	Permit Management	Permit Management, register apps list, Verified Equity, Dispensary	Screendoor	Screendoor for Government	Daily	Daily	Level 4 - Protected	Level 1 - Public
ADM-0137-S	GSA - City Administrator's Office	Office of Cannabis: Salesforce	Confidential application verification	Permit Management- Article 16 (Regular) Retail and other permits	Salesforce	Salesforce	Daily	Daily	Level 4 - Protected	Level 2 - Internal Use
NEW	GSA - City Administrator's Office	OLSE-LCP Tracker	Track Certified payroll of contractors	Public works project certified payroll data	LCP Tracker	.Net/ SQL	Daily	Daily	Level 4 - Protected	Level 1 - Public
NEW	GSA - City Administrator's Office	OLSE-LCP Tracker	Track Certified payroll of contractors	Public works project certified payroll data	LCP Tracker		Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0001-S	GSA - Public Works	GIS Basemap Maintenance	City Basemap maintenance system	City Basemap maintenance system	Microsoft	MS SQL Server	Daily	Daily	Level 1 - Public	Level 1 - Public
DPW-0008-S	GSA - Public Works	CRIS - Curb Ramp Information System	Curb Ramp inventory and inspection tracking	Curb Ramp inventory and inspection tracking	Microsoft	Web Application/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0009-S	GSA - Public Works	Street Space Permits / Parking Signs	Permit system for tracking, inspection, assigning contractor parking in the right of way	Permit system for tracking, inspection, assigning contractor parking in the right of way	Microsoft	Web Application/MS SQL Server	Daily	Daily	Level 1 - Public	Level 1 - Public
DPW-0011-S	GSA - Public Works	Tree Management System	Tree inventory and inspection tracking	Tree inventory and inspection tracking	Microsoft	MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0012-S	GSA - Public Works	RSIS - Roadway Structure Information System	Roadway inventory and inspection rating tracking	Roadway inventory and inspection rating tracking	Microsoft	Web Application/MS SQL Server	Monthly	Monthly	Level 1 - Public	Level 1 - Public
DPW-0013-S	GSA - Public Works	Street-Use Permit System	Street use permit system: Public Works right of permit management system	Street use permit system: Public Works right of permit management system	Microsoft	Web Application/MS SQL Server	Daily	Daily	Level 1 - Public	Level 1 - Public

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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
DPW-0014-S	GSA - Public Works	SF Pavement Management Information System - MTC StreetSaver V8	Paving condition, inspection and construction prioritization system.	Paving condition, inspection and construction prioritization system.	Microsoft	MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0016-S	GSA - Public Works	Computerized Maintenance Management System (CMMS)	Computerized Maintenance Management System (CMMS) for Public Works. Asset Management and Work Order system	Computerized Maintenance Management System (CMMS) for Public Works. Asset Management and Work Order system	Infor	Infor Enterprise Asset Management	Daily	Daily	Level 1 - Public	Level 1 - Public
DPW-0018-S	GSA - Public Works	BSM_Accounting	Public Works invoice tracking system for permits, violations, etc	Public Works invoice tracking system for permits, violations, etc	Microsoft	MS SQL Server	Daily	Daily	Level 1 - Public	Level 1 - Public
DPW-0020-S	GSA - Public Works	Inspect-o-Matic	Right of Way Inspection System	Right of Way Inspection System	Microsoft	Web Application/MS SQL Server and Android tablet app	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0021-S	GSA - Public Works	Subdivision Tracking System	Subdivision and Mapping project tracking	Subdivision and Mapping project tracking	Microsoft	Web Application/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0023-S	GSA - Public Works	Envista	Paving and Utility Excavation 5 Year Plan	Paving and Utility Excavation 5 Year Plan	Acella	Acella Right of Way (formerly Envista)	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0024-S	GSA - Public Works	28 Clean/Service Request Database	Yard service request work management and triage app	Yard service request work management and triage app		MS Access/MS SQL Server			Level 4 - Protected	Level 1 - Public
DPW-0026-S	GSA - Public Works	Adopt-A-Street - Community Programs Database	Community outreach database	Community outreach database	Microsoft	MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0027-S	GSA - Public Works	BCM Admin Expenditure and Field Expense Database	Track IDC overhead expenditures and field expenses	Track IDC overhead expenditures and field expenses	Microsoft	MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0028-S	GSA - Public Works	BCM Materials Testing Lab Database	Track material test results	Track material test results	Microsoft	MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0029-S	GSA - Public Works	Cal Trans Agreements	Documents of CalTrans and city agreements and related index	Documents of CalTrans and city agreements and related index	Microsoft	Web Application/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0030-S	GSA - Public Works	Cashiering	Accepting non-credit card payments for accounting	Accepting non-credit card payments for accounting	Microsoft	Web Application/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
BPW-0031-S	GSA - Public Works	Contract Bid Documents Website	Electronic bid document download for contracts	Electronic bid document download for contracts	Microsoft	Web Application/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public

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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
M-0032-S	GSA - Public Works	Project Portal	Link PW projects with PS funding sources	Link PW projects with PS funding sources	Microsoft	Web Application/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
W-0033-S	GSA - Public Works	Request to Fill (RTF)	A work flow/tracking sytem for filling positions to hire new employees	A work flow/tracking sytem for filling positions to hire new employees	Microsoft	Web Application/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
W-0034-S	GSA - Public Works	DPW Hub	311 connection, CMMS connection, TreeDB connection, CDD (Central Division Distribution of PUC) connection; exchanging work data between different work groups	311 connection, CMMS connection, TreeDB connection, CDD (Central-Division Distribution of PUC) connection; exchanging work data between different work groups	Microsoft	Console App/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0035-S	GSA - Public Works	DPW Orders - Sharepoint	Document approval mechanism for the director	Document approval mechanism for the director	Microsoft	SharePoint/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
PW-0036-S	GSA - Public Works	DPW Public Web Site	sfpublicworks.org	sfpublicworks.org	Drupal	Drupal	Daily	Daily	Level 2 - Internal Use	Level 1 - Public
PW-0037-S	GSA - Public Works	Elation Systems (Web Services for DPW Projects)	Certified payroll data downloaded from Elations	Certified payroll data downloaded from Elations	Microsoft	MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
PW-0038-S	GSA - Public Works	Enterprise Project Management (EPM)	Project management database application	Project management database application	Microsoft	MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
PW-0039-S	GSA - Public Works	FleetRoute	High density routing for street sweepers; ability routing books; master data for sweeper routes; GIS-based	High density routing for street sweepers; ability routing books; master data for sweeper routes; GIS-based	FleetRoute	MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0040-S	GSA - Public Works	Graffiti Management System - Desktop	Managing notice of graffiti violations and SES graffiti abatement; billing	Managing notice of graffiti violations and SES graffiti abatement; billing	Microsoft	MS Access/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0041-S	GSA - Public Works	IDC Lessons Learned Website	Lessons Learned - document repository	Lessons Learned - document repository	Microsoft	Web Application/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0042-S	GSA - Public Works	KeyWatcher	Manage keys; programmed box that connects to application	Manage keys; programmed box that connects to application	Microsoft	MS Access/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0043-S	GSA - Public Works	Manual Invoices	Manually create invoice to give to customers for payment (Not system generated)	Manually create invoice to give to customers for payment (Not system generated)	Microsoft	Web Application/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0044-S	GSA - Public Works	Mobile IOM (Inspect O Matic)	Right of Way Inspection System	Right of Way Inspection System	various	Android Tablet App /MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0045-S	GSA - Public Works	Mon-U-Mental	Survey Monument Information System	Track survey monument inventory and attributes	Microsoft	Web Application/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public

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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
DPW-0047-S	GSA - Public Works	NEWS RACK	Tracking newsrack pedestal mounted units and publications	Tracking newsrack pedestal mounted units and publications	Microsoft	Web Application/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0049-S	GSA - Public Works	Sewer Asset Mgmt - Hydraulics	PMDB; may be replaced in-house (no timeline)	PMDB; may be replaced in-house (no timeline)	Microsoft	MS Access/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0050-S	GSA - Public Works	Sewer Proj mgmt	To be replaced by web version (no timeline)	To be replaced by web version (no timeline)	Microsoft	MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0051-S	GSA - Public Works	SF Basemap Editor for BSMSQL	Maintenance app for the GIS basemap	Maintenance app for the GIS basemap	Microsoft	Console App/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0052-S	GSA - Public Works	SF Tree Management Application - Permit Application	Online tree permit application	Online tree permit application	Microsoft	MS Access / Web Application / MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0053-S	GSA - Public Works	SFPDW Field Worker - Tablet Application	Tablet application for 28 Clean	Tablet application for 28 Clean	various	Android Tablet App /MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0055-S	GSA - Public Works	Street Legislation Tracking System	Street vacation legislation tracker/list	Street vacation legislation tracker/list	Microsoft	Web Application/MS SQL Server	Quarterly	Quarterly	Level 4 - Protected	Level 1 - Public
DPW-0056-S	GSA - Public Works	Sub-Sidewalk Basement	inventory of sub sidewalk basements	inventory of sub sidewalk basements	Microsoft	Web Application/MS SQL Server	Monthly	Monthly	Level 4 - Protected	Level 1 - Public
DPW-0057-S	GSA - Public Works	Utility Undergrounding	Inventory of utility undergrounded Rule 42A locations	Inventory of utility undergrounded Rule 42A locations	Microsoft	MS SQL Server	Not updated (historical only)	Not updated (historical only)	Level 4 - Protected	Level 1 - Public
DPW-0058-S	GSA - Public Works	BSMCoreData							Level 1 - Public	Level 1 - Public
DPW-0059-S	GSA - Public Works	eChangeOrder	Change Order Tracking System for PW Contracts	Change Order Tracking System for PW Contracts	Microsoft	MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0060-S	GSA - Public Works	Monument Preservation Tracking System (MPTS)	Project tracking for preservation of monuments during (usually capital) construction in the ROW	Project tracking for preservation of monuments during (usually capital) construction in the ROW	Microsoft	MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
TIS-0001-S	GSA - Technology	Enterprise Addressing System	So that City employees can create, edit, retire, and query street addresses.	Street addresses that lie generally within the city limits, and the one or more parcels that are associated with those street addresses.	Open Source	PostgreSQL	Continuous	Continuous	Level 1 - Public	Level 1 - Public

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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
TIS-0002-S	GSA - Technology	SFGIS System of Record PostgreSQL/ArcSDE database	Also known as the SFGIS Enterprise ArcSDE Geodatabase, this is the primary internal source of both restricted and unrestricted geospatial data sets.	Contains geospatial, and some tabular, data set that have been created by City departments, purchased for City-wide distribution, or acquired from regional partners, for example basemap, US Census, and Dun & Bradstreet data.	Esri	Enterprise geodatabase	Daily	Daily	Level 1 - Public	Level 1 - Public
TIS-0003-S	GSA - Technology	Google Analytics	To track, and report on, the website traffic for all of the City's web properties that are hosted on the City's Drupal-based web content management system.	Contains counts of page visitations, impressions and clicks; and device and search types, among other data.	Google	Google Analytics	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
TIS-0010-S	GSA - Technology	Outdoor Public Warning System (OPWS)	Manage Outdoor Public Warning System Sirens	Siren locations			As needed	As needed	Level 1 - Public	Level 1 - Public
TIS-0011-S	GSA - Technology	SFGIS Portal Image Services	Provide imagery services for use in applications	Imagery of San Francisco over-time	Esri	ArcGIS Server	As needed	As needed	Level 1 - Public	Level 1 - Public
TIS-0012-S	GSA - Technology	Facility System of Record (FSR)	Central source for maintaining City Facilities	City Facilities, City Lands	Esri, PostgreSQL	PostgreSQL	As needed	As needed	Level 1 - Public	Level 1 - Public
HSS-0001-S	Health Service System	Peoplesoft	Benefits Administration data. Enrollment, demographics, payments. Medical/dental, eligibility, delinquencies, etc.	Benefits Administration data. Enrollment, demographics, payments. Medical/dental, eligibility, delinquencies, etc.	Oracle	Peoplesoft	Weekly	Continuous	Level 4 - Protected	Level 4 - Protected
DHR-0001-S	Human Resources	Peoplesoft	Tracking human resources related data	human resources data; compensation, time and labor, eligibility, classification, demographics, etc.	Oracle	PeopleSoft	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
DHR-0002-S	Human Resources	JobAps	Providing listings for jobs	Job announcements, employment applications	JobAps	JobAps	Continuous	Continuous		
HRC-0001-S	Human Rights Commission	Firmstep	Allows users to submit complaint information to the Human Rights Commission via website, and allows Commission staff to retrieve complaint information for processing.	Provides details on complaints of discrimination filed with HRC.	Firmstep	Firmstep	As Needed	As Needed	Level 3 - Sensitive	Level 3 - Sensitive
HSA-0001-S	Human Services Agency	AACTS	Client casemanagement and tracking system	Case management system for Adult Protective Services.	MMTG	AACTS	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
HSA-0023-S	Human Services Agency	CARBON	Performance management & tracking system	Tracks contract performance and payments	City Span Technologies	Carbon	Monthly	Monthly	Level 4 - Protected	Level 2 - Internal Use
HSA-0034-S	Human Services Agency	COSTS	Client casemanagement and tracking system	Client One Stop Tracking System. Triage, DECU, SSI Case Management	SF- Human Services Agency	COSTS	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
HSA-0043-S	Human Services Agency	EREVIEW	Performance management & tracking system	quality assurance application for client case errors	SF- Human Services Agency	EREVIEW	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected

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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
HSA-0045-S	Human Services Agency	ETO-ILSP	Client casemanagement and tracking system	Independent Living Skills Application	Social Solutions	Efforts to Outcomes - Independent Living Skills Program	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
HSA-0073-S	Human Services Agency	Monet WFM		web-based application used by Call Centers to manage call agent staff shifts. Current programs using this application are CalFresh, CalWorks and Medi-cal.	Monet	Workforce Management	As needed	As needed	Level 4 - Protected	Level 2 - Internal Use
HSA-0084-S	Human Services Agency	PANORAMIC	Client casemanagement and tracking system	Application used by DAAS staff	Panoramic	Panoramic	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
HSA-0110-S	Human Services Agency	SHERLOCK	Investigatory purposes	investigation manangement	SF - Human Services Agency	Sherlock	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
HSA-0117-S	Human Services Agency	VACS	Investigatory purposes	VACS (Ventura Automated Collections System) is used by Investigations.	County of Ventura	VACS	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
HSA-0118-S	Human Services Agency	VetPro	Client casemanagement and tracking system	Enrolls and secures veteran benefits for clients.	Panoramic	VetPro	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
HSA-0121-S	Human Services Agency	CA Get Care	Client casemanagement and tracking system	Client data and program enrollment	RTZ	CA Get Care	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
HSA-0122-S	Human Services Agency	SF Get Care	Client casemanagement and tracking system	Log I & R; process program intakes; manage Care Transitions	RTZ	Sf Get Care	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
HSA-0123-S	Human Services Agency	CLF.Get Care	Client casemanagement and tracking system	Client data and program enrollment	RTZ	CLF Get Care	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
HSA-0124-S	Human Services Agency	DAAS CQA	Client casemanagement and tracking system	Client data and program enrollment	Devero	DAAS CQA	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
JUV-0000-S	Juvenile Probation	Augustus (AutoMon CX)	Case Management System used for tracking juvenile criminal records, case and court management		AutoMon Inc.	CaseLoad Explorer	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
MYR-0001-S	Mayor	Grants Management System (GMS)	Comprehensive grants management system for MOHCD community development grants	Grant funded client activities and outcomes, including demographic information. Grant invoices, contract setups, revisions; and amendments.	CitySpan	MS SQL Server	Continuous	Continuous	Level 4 - Protected	Level 1 - Public
MYR-0002-S	Mayor	Capital Projects Tracking	Grants and project management system for MOHCD community development capital grants	Project information, including tracking of project status, regulatory and other requirements, and program beneficiaries; and MOHCD funding information, including tracking of different Capital funding pools.	FileMaker and Microsoft	FileMaker and MS Excel	Continuous	Continuous	Level 1 - Public	Level 1 - Public

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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
MYR-0004-S	Mayor	Affordable Housing Asset Management Database	Database used by MOHCD Asset Management & Fiscal Team to record and track MOHCD-contracted rental projects, funding and compliance.	Tracks MOHCD-Contracted Rental Housing portfolio data: projects, loans/grants/ground leases, bond issuances; annual project compliance review process & data.	Microsoft	MS Access	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
MYR-0005-S	Mayor	Affordable Housing Production Pipeline	Tracks MOHCD and OCII affordable housing production pipeline; includes # of units, start and completion dates, and target population	General information about MOHCD affordable housing pipeline projects including, location, planning and building permit numbers, number of units, size of units, target population, and production timeline.	Microsoft	MS Excel	Continuous	Continuous	Level 1 - Public	Level 1 - Public
MYR-0006-S	Mayor	Local Operating Subsidy Program Investment Database	Tracks subsidy payments for homeless housing funded by the City (MOHCD, OCII, HSH). Annual LOSEP amounts to support the operation of permanent supportive housing units, . Exiting portfolio and pipeline	Total units, total supportive housing units total LOSEP units. Amounts of annual subsidy and amount of services funded by HSH.	Microsoft	MS Excel	Continuous	Continuous	Level 1 - Public	Level 1 - Public
MYR-0007-S	Mayor	Lead Grants Database	Used to track data on grants and loans provided by MOHCD to property owners for lead hazard control; also tracks existing, completed and pipeline projects Database tracking lead remediation grants provided to qualifying households.	Property information, Grantee information, grant summary, invoices paid, disbursements made, project notes, important dates, grant amounts, other funding source information.	Microsoft	MS Access	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
MYR-0008-S	Mayor	Cal Home Rehab Database	Used to track data on loans provided by MOHCD to property owners for single family property rehabilitation; also tracks existing, completed and pipeline projects.	Property information, borrower information, loan information, underwriting, income & property eligibility, loan summary, project summary, invoices paid, disbursements made, other funding source information, recorded document information.	Microsoft	MS Access	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
MYR-0009-S	Mayor	Downpayment Assistance Loan Program Tracking	Used to track DALP applicant and borrower data.	Applicant and borrower data (name, contacts, displacement address, address history, head of household, statistical information, DOB, gross income, household size and income, and primary language) for the following downpayment assistance loan programs: Downpayment Assistance Loan Program; Teacher Next Door; Educator DALP; Police in the Community; First Responders DALP; BMR DALP; City Second Loan Program.	Microsoft	MS Excel	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive

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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
MYR-0010-S	Mayor	Master BMR Unit List	Used to track units restricted under Planning Code Section 415/Inclusionary Housing Program, the Condo Conversion BMR Program, and all OCII ownership and OCII inclusionary rental programs monitored by the HBMR team	All units restricted under Planning Code Section 415/Inclusionary Housing Program, the Condo Conversion BMR Program, and all OCII ownership and OCII inclusionary rental programs monitored by the HBMR team	Microsoft	MS Excel	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
MYR-0011-S	Mayor	Certificate of Preference Program Database	Used to track households displaced by Redevelopment activities and data on certificate holders.	COP applicant information (name, contacts, displacement address, address history, head of household, statistical information, DOB, gross income, household size and income, and primary language); Certificate Information (issue and expiration date); Information about affordable housing obtained with COP Certificate. Demographics including SOGI.	Salesforce	Salesforce CRM	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
MYR-0012-S P1070	Mayor	SFRA Homeownership Database	Used to research archived property and household data on former Redevelopment Agency affordable ownership units.	Property and household data on former Redevelopment Agency affordable restricted ownership units	Microsoft	MS Access	Not updated (historical only)	Not updated (historical only)	Level 3 - Sensitive	Level 3 - Sensitive
MYR-0013-S	Mayor	Displaced Tenant Housing Preference Program Database	Used to track households that have applied for the DTHP housing preference programs.	DTHP applicant information (name, contacts, displacement address, type of displacement, displacement address history, statistical information, DOB, gross income, household size and income, and primary language); Certificate Information (issue and expiration date); Information about affordable housing obtained with DTHP Certificate. Demographics including SOGI.	Salesforce	Salesforce CRM	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
MYR-0014-S	Mayor	Database of Affordable Housing Listings Information Application (DAHLIA)	DAHLIA is a comprehensive platform supporting all City-sponsored affordable housing and programs	Applicant and Household information (names, contacts, finances, preferences), Property and Listing information (addresses, contacts, features, units details, supportive services, listing and lottery details), Preference Program details, Applications information, Lender uploads of lending docs	Salesforce	Salesforce CRM	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
MYR-0015-S	Mayor	Open Data Publishing Management System	Inventory of City systems and datasets	Datasets and systems maintained by the City and County per the requirements laid out in local admin code Chapter 22D and the CA SB272.	Airtable	Airtable	As Needed	As Needed	Level 1 - Public	Level 1 - Public

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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
MYR-0017-S	Mayor	Applicant Lottery Lists	Used to track applicants to individual MOHCD affordable housing project lotteries.	Name of project holding lottery; Applicant information (name, contacts, address history, head of household, statistical information, DOB, gross income, household size and income, and primary language); Certificate(s) Information (issue and expiration date) Demogrpahics including SOGI.	Microsoft	MS Excel	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
MYR-0018-S	Mayor	Affordable Housing Lottery Calendar	Used to track lotteries for affordable housing units and to track non-identifiable applicant information about lottery applicants, such as how many applicants applied in each lottery preference category.	Name of project holding lottery and date; Count of lottery applicants; Counts of units held for each lottery preference; counts of applicants for each lottery preference area	Microsoft	MS Excel	Continuous	Continuous	Level 1 - Public	Level 1 - Public
MYR-0019-S	Mayor	Mortgage Credit Certificate Database	Used to track households that have applied for or received the Mortgage Credit Certificate (MCC).	Applicant and borrower data (name, contacts, displacement address, address history, head of household, statistical information, DOB, gross income, household size and income, and primary language) for the MCC program. Demogrpahics including SOGI.	Microsoft	MS Excel	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
MYR-0020-S	Mayor	Homeowner Emergency Loan Program (HELP)	Used to track households that have applied for or received MALP assistance.	Data on households that have applied for or received HELP assistance.	Microsoft	MS Access	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
MYR-0021-S	Mayor	Elevator Repair Program Database	Used to track data on loans provided by MOHCD to property owners for the Elevator Repair Program (ERP); also tracks existing, completed and pipeline projects.	Property information, underwriting, income & property eligibility, rebate summary, project summary, recorded document information.	Microsoft	MS Access	Continuous	Continuous	Level 1 - Public	Level 1 - Public
MYR-0022-S	Mayor	SFRA Housing Asset Transfer List	Used to research property level information on former Redevelopment Agency inclusionary housing units prior to dissolution	Property level information on former Redevelopment Agency inclusionary housing units prior to dissolution	Microsoft	MS Excel	Not updated (historical only)	Not updated (historical only)	Level 1 - Public	Level 1 - Public
MYR-0023-S	Mayor	Small Sites Program Pipeline Database	Track progress on active Small Sites Program projects and occupant data	Location of project, number of units, project sponser, project cost, lender information, and project budget. Demogrpahics including SOGI.	Microsoft	Excel	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive

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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
MYR-0025-S	Mayor	Master BMR Rentals	Used to track BMR rental household data. Used for multiple purposes, from sending monitoring reports to researching households characteristics.	BMR renter household information (name, contacts, address history, head of household, statistical information, DOB, gross income, household size and income, etc.). Demographics including SOGI.	Microsoft	Excel	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
MYR-0026-S	Mayor	Final Combined BMR Universal DB NEW & Final BMR Universal ARCHIVE ONLY	Used to track BMR buyer household data. Used for multiple purposes, from sending monitoring reports to researching households characteristics.	BMR buyer household information (name, contacts, address history, head of household, statistical information, DOB, gross income, household size and income, loan characteristics, etc.). Demographics including SOGI.	Microsoft	Excel	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
MYR-0027-S	Mayor	HBMR Development Database	Used to track developments restricted under Planning Code Section 415/Inclusionary Housing Program, the Condo Conversion BMR Program, and all OCII ownership and OCII inclusionary rental programs monitored by the HBMR team	Planning and Project Data, including Marketing Status, HMBR Program, Building Name, Building Address.	Microsoft	Excel	Continuous	Continuous	Level 1 - Public	Level 1 - Public
MYR-0031-S	Mayor	Socrata	Open data platform	Stores publicly shareable data for use by departments and the public	Tyler Technologies	Socrata Publica	Daily	Daily	Level 1 - Public	Level 1 - Public
	Mayor	HOPWA Housing Program	Used to track recipients of HOPWA housing subsidy Program, a housing prioritization program for low-income people living with HIV.	HOPWA subsidy recipient information (name, address, contact information, income, rent, demographics including SOGI)	Microsoft	Excel	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
MTA-0001-S	Municipal Transportation Agency	APC		Automatic Passenger Count system	Oracle	Oracle DB	Continuous	Quarterly	Level 1 - Public	Level 1 - Public
MTA-0002-S	Municipal Transportation Agency	Spear system		System used for asset management including managing parts, vehicles, work orders, repairs, etc.	Oracle	Oracle DB	Continuous	Quarterly	Level 3 - Sensitive	Level 1 - Public
MTA-0003-S	Municipal Transportation Agency	Trapeze system		System used for routing, scheduling, blocking, run-cutting and rostering. Serves as primary source for routes and stops (which must be extracted programmatically).	Oracle	Oracle DB	Continuous	Quarterly	Level 3 - Sensitive	Level 1 - Public
MTA-0004-S	Municipal Transportation Agency	NextBus		range of location related data	NextBus	NextBus	Continuous	Daily	Level 2 - Internal Use	Level 1 - Public
MTA-0005-S	Municipal Transportation Agency	Clipper/Translink		financial data generated from passenger transactions at ticket vending machines and card readers stations and on vehicles	Clipper	Clipper	Continuous	Quarterly	Level 4 - Protected	Level 1 - Public

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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
MTA-0006-S	Municipal Transportation Agency	BikeShare		Bike usage for bike share program	Alta/BikeShare	Alta/BikeShare	Continuous	Quarterly		
MTA-0009-S	Municipal Transportation Agency	Fleetwatch system		System used for fueling and mileage tracking	Fleetwatch	MS SQL Server	Continuous	Quarterly	Level 1 - Public	Level 1 - Public
MTA-0012-S	Municipal Transportation Agency	ESRI spatial data on network shares		A collection of geographic data (for example, shapefiles) managed on the shared network	Esri	Spatial	Continuous	Quarterly	Level 1 - Public	Level 1 - Public
MTA-0013-S	Municipal Transportation Agency	Autodesk spatial data on network shares		A collection of CAD files managed on the shared network	Autodesk	CAD	Continuous	Not updated (historical only)	Level 5 - Restricted	Level 1 - Public
MTA-0018-S	Municipal Transportation Agency	Track-it		used to manage work orders for the SFMTA's IT group	Track-it	MS SQL Server	Continuous	Continuous	Level 2 - Internal Use	Level 2 - Internal Use
MTA-0021-S	Municipal Transportation Agency	SharePoint - SPATS		Action tracking within the SFMTA	Microsoft	Sharepoint	Continuous	Continuous	Level 2 - Internal Use	Level 2 - Internal Use
MTA-0023-S	Municipal Transportation Agency	EcoSys		project management software	EcoSys	EcoSys	Daily	Daily	Level 2 - Internal Use	Level 2 - Internal Use
MTA-0024-S	Municipal Transportation Agency	Primavera		project management software	Oracle	Primavera	Daily	Daily	Level 3 - Sensitive	Level 3 - Sensitive
MTA-0025-S	Municipal Transportation Agency	Survey data		results captured from various ongoing and past surveys	Microsoft	MS Excel	As Needed	As Needed	Level 3 - Sensitive	Level 3 - Sensitive
MTA-0026-S	Municipal Transportation Agency	SalesForce + Gov Delivery		customer relation management (CRM) software to support programs, projects and communication	Salesforce	Salesforce CRM	Continuous	Continuous	Level 2 - Internal Use	Level 2 - Internal Use
MTA-0029-S	Municipal Transportation Agency	bMobile		point of sale system	bMobile	COTS	Continuous	Continuous		
MTA-0030-S	Municipal Transportation Agency	Cubic System		Transportation management system for operations	Oracle	Oracle DB	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
MTA-0031-S	Municipal Transportation Agency	Trapeze system - Payroll and HR related data		System used for routing, scheduling, blocking, runcutting and rostering. Serves as primary source for routes and stops (which must be extracted programatically).	Oracle	Oracle DB	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
MTA-0032-S	Municipal Transportation Agency	ArcGIS Server		Data managed via ArcGIS server and an Oracle geodatabase, this system contains some, but not all of MTA's spatial data	Oracle	Oracle Spatial	As Needed	As Needed	Level 3 - Sensitive	Level 1 - Public

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In compliance with CA Government Code 6270.5 (passed via SB 272)

ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
ECE-0001-S	Office of Early Care and Education	Care Control 3	Tracking child care vouchers	Child care subsidy enrollment and payment data for children receiving child care vouchers	MCT Technology	Care Control 3	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
ECE-0002-S	Office of Early Care and Education	Cocoa	Tracking subsidy enrollments	Child care subsidy enrollment data for children receiving city-funded care (excluding those receiving only child care vouchers)	WestEd	Cocoa	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
CPC-0002-S	Planning	PPTS	Tracking permits, performance measures, time accounting, etc	Accela based system for tracking permits, performance measures, time accounting, etc	Accela	COTS	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
CPC-0003-S	Planning	GIS Database	Hosts and maintains geographic data for the department	Geographic data for the department	PostgreSQL	PostgreSQL	Daily	Daily	Level 3 - Sensitive	Level 1 - Public
CPC-0004-S	Planning	File Server	Hosts Planning Dept. documents and files	Planning Dept. documents and files	Microsoft	Microsoft	Daily	Daily	Level 3 - Sensitive	Level 1 - Public
POL-0001-S	Police Department	Crime Data Warehouse	SFPD incident report writing/reporting system	The department depends on Oracle, an object relational database, for different environments that members access to enter and/or retrieve various information.	Oracle	Oracle	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
POL-0002-S	Police Department	CABLE	Report Management System	It is the Department's crime reporting system. An electronic data storage system for all offenses reported to the SFPD, CABLE is designed to capture and store information about offenses, suspects, victims, and offense location. This system has been utilized for over 30 years to pull old incident reports. This system is relied upon by the Court system because the courts, the district attorney, the probation department has to draw information from the Department's record management system in order to do their job properly.	Legacy Record Management System	Custom	Daily	Daily	Level 3 - Sensitive	Level 3 - Sensitive
POL-0003-S	Police Department	Laserfiche	System of record	System for scanning, sorting and imaging Incident Reports.	Laserfiche	Laserfiche	Daily	Daily	Level 3 - Sensitive	Level 3 - Sensitive
POL-0004-S	Police Department	Traffic and Pedestrian Stops	To collect and report data on stops. This is a subset of Crime Data Warehouse.	The department depends on Oracle, an object relational database, for different environments that members access to enter and/or retrieve various information.	Oracle	Oracle DB	Daily	Daily	Level 3 - Sensitive	Level 3 - Sensitive
PRT-0001-S	Port	Lease Management	Port's lease management and billing system	Lease details and billing information	AirIT	PROPWorks 7.4	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
PRT-0002-S	Port	Permit Management	Permitting and code enforcement tool	Port's Engineering and Encroachment permit data	Accela	Land Management	Continuous	Continuous	Level 1 - Public	Level 1 - Public

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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
PRT-0004-S	Port	Enterprise Asset Management	E-Business management platform used for managing maintenance of assets	Management of various Port assets and work requisition and scheduling for the Port maintenance staff	Oracle	EBS eAM	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
PRT-0005-S	Port	Geographic Information system	Mapping and spatial data analytics program	Management of Port facilities and parcels	ESRI	GIS	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
PRT-0006-S	Port	Document Management	Document management software	Storing and managing of CAD files	Docuware	Docuware	Continuous	Continuous	Level 2 - Internal Use	Level 2 - Internal Use
PRT-0007-S	Port	Harbor berth management and scheduling	A program used to streamline and market marina services, reservations and paymemnts	South Beach Harbor berth records	Nautical Software Solution	The Marina Program	Continuous	Continuous	Level 2 - Internal Use	Level 2 - Internal Use
PRT-0008-S	Port	Cruise Schedule	Spreadsheet program	Listing of Cruise calls at the San Francisco Port	Microsoft	MS Excel	Continuous	Continuous	Level 1 - Public	Level 1 - Public
PRT-0009-S	Port	Maritime Statistical Reports	Spreadsheet program	Cargo Tonnage and Passenger statistics data	Microsoft	MS Excel	Continuous	Continuous	Level 1 - Public	Level 1 - Public
PRT-0010-S	Port	Port Parks	Computer aided design and drafting program	Information about Port parks and open spaces	Autocad	Map 3D	Continuous	Continuous	Level 1 - Public	Level 1 - Public
PRT-0011-S	Port	Project Maps	Computer aided design and drafting program	Interactive map of Port projects	Autocad	Map 3D	Continuous	Continuous	Level 2 - Internal Use	Level 2 - Internal Use
PDR-0001-S	Public Defender	hubDATA	Help us keep track of cases handled	Public Defender's work product and case outcome reporting system.	Microsoft	MS Access	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
PDR-0003-S	Public Defender	Investigation	Help us keep track of investigation requests	Database of investigation requests submitted by the attorney to the investigator, outlining the work requested and due dates.	Microsoft	MS Access	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0002-S	Public Health	Avatar	Electronic Health Record	The Clinical portion of the Avatar System. Contains: Treatment Plans, Assessments, Progress notes, etc. for all San Francisco Mental Health and Substance Abuse programs.	Netsmart	MH/SA Electronic Health Record	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0005-S	Public Health	Infoscriber (aka OrderConnect)	E-prescription software	The portion of the Avatar project that allows for E-prescribing. Contains patient and prescription data.	Netsmart	MH/SA Electronic Health Record	Daily	Daily	Level 4 - Protected	Level 4 - Protected
DPH-0006-S	Public Health	Methasoft	Methadone dispensing	Track dispensing of methadone for methadone programs.	Netalytics	Custom	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0009-S	Public Health	Teleforms v.10.2	Form creation software, used for confidential client surveys	Form design/scanning App; main use: survey scanning. Used to create client satisfaction surveys.	Hershey Technologies	Custom	As Needed	As Needed	Level 4 - Protected	Level 2 - Internal Use
DPH-0010-S	Public Health	VisualSuperscript	Pharmacy administration	For CBHS Pharmacy use at 1380 Pharmacy	DAA Enterprises, Inc. (800) 359-5580	Custom	Continuous	Daily	Level 4 - Protected	Level 4 - Protected
DPH-0017-S	Public Health	CalMeds	Determining patient eligibility	Web-based State Patient Eligibility and Share of Cost Verification; Used by LHH and SFGH	State	online database	Continuous	Daily	Level 4 - Protected	Level 4 - Protected

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DPH-0018-S	Public Health	CCMS Coordinated Care Management System	Electronic Health Record	Includes bio-psycho-social histories of patients who have used the city's safety net or urgent emergent services.	SFDPH	Custom	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0022-S	Public Health	SFDPH Child Health and Disability Prevention (CHDP) Quality and Assurance System	Case management application	CHDP case management and tracking. Contains client, treatment, and diagnostic data.	State	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0033-S	Public Health	Core Variables	HIV prevention	Data is entered by HIV Prevention Section (HPS)community agencies into this application.	DPH	MS Access	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0035-S	Public Health	Death Registry	Death Registry	Death data for San Francisco residents (regardless of location) and for all deaths taking place within San Francisco county.	State	Custom	As Needed	As Needed	Level 4 - Protected	Level 3 - Sensitive
DPH-0049-S	Public Health	Environmental Health - HAZMAT Emergency Response	HAZMAT Emergency Response Management	Regulatory Program Database;Tracking of violations, inspections, verification of business, and billing related to HAZMAT emergency response.	DPH	Custom	As Needed	As Needed	Level 2 - Internal Use	Level 1 - Public
DPH-0059-S	Public Health	Integrated Case and Outbreak Management System (ICOMS) - Chronic Hep module	Chronic Hepatitis management software	Risk factor and exposure information for chronic hepatitis B & C.	SFDPH Communicable Disease Control Unit	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0060-S	Public Health	Integrated Case and Outbreak Management System (ICOMS) - CORE data	Disease Outbreak Management	Integrated disease case and outbreak management system for the DPH	SFDPH Communicable Disease Control Unit	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0061-S	Public Health	Integrated Case and Outbreak Management System (ICOMS) - DCMS module	Disease Outbreak Management	General risk factor information for cases	SFDPH Communicable Disease Control Unit	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0062-S	Public Health	Integrated Case and Outbreak Management System (ICOMS) - GI module	Disease Outbreak Management	Risk factor and exposure information for campylobacter	SFDPH Communicable Disease Control Unit	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0063-S	Public Health	Integrated Case and Outbreak Management System (ICOMS) - Rabies module	Disease Outbreak Management	Risk factor and exposure information for rabies	SFDPH Communicable Disease Control Unit	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected

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DPH-0064-S	Public Health	Integrated Case and Outbreak Management System (ICOMS) - WNV module	Disease Outbreak Management	Risk factor and exposure information for WNV	SFDPH Communicable Disease Control Unit	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0065-S	Public Health	IMPAX (will be renamed IDC with upgrade)	Imaging data software	IMPAX Data Center stores multi-department imaging data in a single enterprise repository and centralizes access to all images.	AGFA Healthcare	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0066-S	Public Health	Infection Control (SFGH, UCSF)	Infection control surveillance software	a collection of surveillance applications used to collect, aggregate and analyze data in order to identify infections and contain them.	SFGH	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0068-S	Public Health	INVISION - Clinicals	Electronic Health Record	Certified eHR vendor to meet Meaningful Use. Provider order entry's CPOE	Siemens	Electronic Health Record	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0069-S	Public Health	INVISION - Ptn Actgnt	Patient Accounting	Charge capture and billing for all COPC, LHH, BHC and SFGH including billing for some diagnostic	Siemens	Electronic Health Record	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0070-S	Public Health	INVISION - Ptn Mgmt	Patient Management	Patient Management Component of the Invision program	Siemens	Electronic Health Record	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0071-S	Public Health	INVISION - Resource Scheduling	Appointment scheduling	Appointments for all COPC and SFGH based clinics	Siemens	Electronic Health Record	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0072-S	Public Health	ISCHTR	STD Clinic database and STD Section Surveillance Database	STD Clinic database and STD Section Surveillance Database	DPH	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0073-S	Public Health	IVANS	Medical Billing	Follow-up Medicare Electronic Billing and status; DDE (Direct Data Entry) Validation	UGS - United Govt Services (Fiscal Intermediary)	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0074-S	Public Health	IZ Clinic (formerly ICMS)	Immunization services	Managing clients' immunization services and history, billing and vaccine inventory for the Adult Immunization; automated program to parse SFGH spreadsheets to Access database for recent patient lookup.	DPH	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0077-S	Public Health	LINCS Navigation	Patient engagement	Tracking data base for HIV positive patients enrolled in navigation services to link patients back in care.	DPH	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0079-S	Public Health	MAC Lab	Catheter lab software	Used at cath lab at SFGH	GE/Boston	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0083-S	Public Health	MIARC	Anesthesia database	Anesthesia database that allows collection of perioperative data from scanned forms for quality assurance	MIARC	Custom	Daily	Daily	Level 4 - Protected	Level 4 - Protected

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DPH-0085-S	Public Health	MLAB	Public Health Laboratory database.	Public Health Laboratory database Includes confirmatory HIV testing, STD testing, microbiology	Common Cents Systems, Inc. 4701 Trousdale Dr, Ste 119, Nashville, TN 37220	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0089-S	Public Health	Oaxaca	TB Surveillance	TB Surveillance	DPH	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0097-S	Public Health	Vital Records Order Logistics	Birth/Death certificate ordering	Vital Records Order Tracking System; used to track orders of death and birth certificates.	DPH	Oracle	As Needed	As Needed	Level 3 - Sensitive	Level 3 - Sensitive
DPH-0099-S	Public Health	ORTHOPEDICS TRAUMA INPATIENT SERVICE DATABASE	Medical documentation	Used to generate notes for inpatients and to track fiscal information.	Microsoft	MS Access	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0102-S	Public Health	Patient Referral Tracking (Laguna Honda)	Referral tracking	Web-based mgmt of Referrals from SFGH to LHH. Contains patient identifiers, diagnoses, benefits information.	DPH SFGH I/S	Custom	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0106-S	Public Health	INVISION - Progress notes	Electronic Health Record	Part of a medical record where healthcare professionals record details to document a patient's clinical care.	Siemens	Electronic Health Record	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0109-S	Public Health	RMS - Siemens Syngo	Radiology Information system	Radiology Information system used for ordering, tracking and billing radiological studies	Siemens	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0111-S	Public Health	RTZ SFGGetCare	Client care placement	Used by SFDPH Transitions staff for placing, managing, and discharge planning of clients in appropriate levels of care.	RTZ	Custom	Daily	Daily	Level 4 - Protected	Level 4 - Protected
DPH-0113-S	Public Health	SFPHLIS	Laboratory information system	SF Public Health Laboratory Information System. Local component of CDC's database.	CDC	Custom	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0121-S	Public Health	Vital Records Data Store	Birth/Death certificate electronic storage	Vital Records Birth and Death records with image storage and retrieval	DPH	Oracle	As Needed	As Needed	Level 4 - Protected	Level 3 - Sensitive
DPH-0125-S	Public Health	Environmental Health Agriculture Program	Agriculture Program Management	Tracking of violations, inspections, verification of business, and billing related to the Agriculture Program.	DPH	Custom	As Needed	As Needed	Level 3 - Sensitive	Level 1 - Public
DPH-0127-S	Public Health	Environmental Health - ASBESTOS	ASBESTOS Management	Tracking of violations, inspections, verification of business, and billing related to asbestos.	DPH	Custom	As Needed	As Needed	Level 3 - Sensitive	Level 1 - Public
DPH-0128-S	Public Health	Environmental Health - ASTHMA	ASTHMA Management	Tracking of violations, inspections, verification of business, and billing related to asthma.	DPH	Custom	As Needed	As Needed	Level 4 - Protected	Level 1 - Public

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DPH-0133-S	Public Health	Environmental Health - Apartment Health Violations	Apartment Health Violations Management	Provide public access to inspections, violations and complaints data.	DPH	Custom	As Needed	As Needed	Level 3 - Sensitive	Level 1 - Public
DPH-0134-S	Public Health	Environmental Health - Food Safety Scores	Food Safety Scores Management	Provides inspection results and scores to EH public website from 7000+ food facilities.	DPH	Custom	As Needed	As Needed	Level 3 - Sensitive	Level 1 - Public
DPH-0135-S	Public Health	Environmental Health - Hotel Health Violations	Hotel Health Violations Management	Tracking of violations, inspections, verification of business, and billing related to hotel health violations.	DPH	Custom	As Needed	As Needed	Level 3 - Sensitive	Level 1 - Public
DPH-0136-S	Public Health	Environmental Health - Hazardous Waste	Hazardous Waste Management	Tracking of violations, inspections, verification of business, and billing related to hazardous waste management.	DPH	Custom	As Needed	As Needed	Level 3 - Sensitive	Level 1 - Public
DPH-0137-S	Public Health	Environmental Health - HUNTERS PT AND TREASURE IS HAZMAT	HUNTERS PT AND TREASURE IS HAZMAT Management	Tracking of violations, inspections, verification of business, and billing related to hazardous materials in the Hunters Point and Treasure Island locations.	DPH	Custom	As Needed	As Needed	Level 3 - Sensitive	Level 1 - Public
DPH-0138-S	Public Health	Environmental Health - LEAD	LEAD Management	Tracking of violations, inspections, verification of business, and billing related to lead containment.	DPH	Custom	As Needed	As Needed	Level 4 - Protected	Level 1 - Public
DPH-0139-S	Public Health	Environmental Health - LIENS	LIENS Management	Environmental Health Liens database: contains violations, inspections, facility information.	DPH	Custom	As Needed	As Needed	Level 3 - Sensitive	Level 1 - Public
DPH-0142-S	Public Health	Environmental Health - Radio Frequency Program	Radio Frequency Program Management	The goal of the Environmental Health Department's Radio Frequency Program is to ensure radio frequency (RF) exposure limits in San Francisco are within a regulated standard and do not cause human health hazards Database contains violations, inspections, verification of business, billing info.	DPH	Custom	As Needed	As Needed	Level 3 - Sensitive	Level 1 - Public
DPH-0145-S	Public Health	Environmental Health - Water Quality	Water Quality Management	Tracking of violations, inspections, verification of business, and billing related to Water Quality.	DPH	Custom	As Needed	As Needed	Level 3 - Sensitive	Level 1 - Public
DPH-0146-S	Public Health	Environmental Health - Weights and Measures	Weights and Measures Management	Tracking of violations, inspections, verification of business, and billing related to Weights and Measures.	DPH	Custom	As Needed	As Needed	Level 3 - Sensitive	Level 1 - Public
DPH-0149-S	Public Health	ADL MDS	Patient data collection	Collects nursing, nutritional, activity therapy, social services and rehab assessment data. Used by LHH: Nursing	Eulisys Fleming 914-591-1800	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
	Public Health	AutoMed FastPak EXP	Medication Packaging	PHI collected: Patient name, date of birth and MRN. Unit does Medication packaging; Used by LHH.	AmerisourceBergen	Custom	Daily	Daily	Level 4 - Protected	Level 4 - Protected

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DPH-0157-S	Public Health	Clintegrity360	Medical Coding software	Providing an efficient way for clinicians to create more complete and compliant clinical documentation, Clintegrity is the HIS encoder for submitting billing claims to PFS and generating OSHPD reporting.	Nuance	Custom	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0162-S	Public Health	Digital Pen Software	Ulcer prevention	On-Time Prevention of Pressure Ulcers system; Form Valuing/Printing - e.g. Ulcers; Used by LHH	Digital Pen Systems	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0166-S	Public Health	FileZilla	File Transfer portal	FTP CURES reports to DOJ;	Atlantic Associates	Custom	As Needed	As Needed	Level 4 - Protected	Level 2 - Internal Use
DPH-0167-S	Public Health	Hospital Consumer Assessment of Healthcare Providers and Systems (HCAHPS)	Consumer surveying	The HCAHPS (Hospital Consumer Assessment of Healthcare Providers and Systems) survey is the first national, standardized, publicly reported survey of patients' perspectives of hospital care.	NRC Picker - National Research Corp	Custom	As Needed	As Needed	Level 4 - Protected	Level 1 - Public
DPH-0175-S	Public Health	MRDD (Mental Retardation Developmental Disability)	Developmental Disability assessment	Mental Retardation Developmental Disability - Assessment by GGRC (Golden Gate Regional Center) stds to track about 50 patients and their history of respite care	LHH	MS Access	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0176-S	Public Health	NeuroPsyc Application (Standalone)	Neuropsych application	Managed/contained on one PC in neuropsych dept	DPH	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0181-S	Public Health	Placement Referral Tracking	Referral tracking	Used to make referrals for admitted patients at SFGH or LHH to outside facilities. Contains patient identifiers, diagnoses, benefits information.	DPH SFGH I/S	Custom	Daily	Daily	Level 4 - Protected	Level 4 - Protected
DPH-0183-S	Public Health	QS/1 Pharmacy	Pharmacy Management	Long Term Care pharmacy system used to fill and bill medication orders. Tracks medications and billing.	QS/1	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0185-S	Public Health	Resident Lookup	Patient location	Quick lookup of in-house residents/location; generation of pictured descriptive 'wanted' flyers for missing patient notification to legal agency.	LHH	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0196-S	Public Health	Unusual Occurrence	Unusual occurrence registry	MS access database for UO reports for LH Risk Management. Report incidents for internal review, M&M and Risk Management	DPH	MS Access	As Needed	As Needed	Level 4 - Protected	Level 2 - Internal Use
DPH-0198-S	Public Health	Waitlist Tracking	Patient admissions	Tracking and statistical reporting of persons waiting for LHH Admissions.	LHH	Custom	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0201-S	Public Health	Encore Delta (Health at Home)	Electronic Health Record	EHR used by Health At Home program.	Delta Health Technologies LLC	Electronic Health Record	Daily	Daily	Level 4 - Protected	Level 4 - Protected

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DPH-0206-S	Public Health	AGFA ICIS	Radiology imaging	Radiology; Clinical use.	AGFA	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0209-S	Public Health	ASI-DENS	Substance Use Treatment outcomes measurement	Used by SFGH, Addiction Severity Index (ASI), treatment outcomes measurement.	Treatment Research Institute	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0211-S	Public Health	HUGS Baby Tracker Child Monitoring System	Baby location monitoring software	An RFID-based Infant Protection System that delivers an unprecedented level of security against infant abduction.	Stanley Healthcare; Advantage Medical Inc. (AMI)	Custom	Daily	Daily	Level 4 - Protected	Level 4 - Protected
DPH-0213-S	Public Health	Bed Control/Tracking	Bed control/tracking	Bed control tracking at SFGH.	Entisys	Custom	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0214-S	Public Health	Cancer Alert System (CAS)	Cancer Alert System	Cancer Alert at SFGH Medical Records: Identifying all hospital cancer cases can be tedious and costly work.	C/NET Solutions	Custom	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0217-S	Public Health	Care Enhance Review Manager Enterprise (CERME)	Care review software	Case/Utilization Management; a browser-based, interactive product that helps automate & streamline the care review process & enables data retrieval & aggregated reporting.	McKesson	Custom	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0220-S	Public Health	CBord	nutritional software	Nutritional System, track diet orders; Used by SFGH & LHH. Receives printed ADT notices from Invision.	The CBORD Group, inc. 61 Brown Road, Ithaca, NY 14850	Custom	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0221-S	Public Health	Consultation Liaison (CL)	Patient consultation tracking software	Tracks caseload and services for Consultation Liaison	Local	Custom	Daily	Daily	Level 4 - Protected	Level 4 - Protected
DPH-0222-S	Public Health	coPath Plus	Pathology Information	Pathology Information System; Used at SFGH	Cerner	Custom	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0223-S	Public Health	Craneware	Billing software	Specialists in software for health care billing, auditing, chargemaster management and medicare compliance. Used by DPH Business Office	Craneware	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0227-S	Public Health	eCW (eClinical Works)/CareLink SF	Electronic Health Record	Certified eHR for Meaningful Use. Ambulatory Care documentation for all services as well as clinical care. Receives and stores data from other systems, as well.	eCW	Electronic Health Record	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0230-S	Public Health	EPATH	Cancer identification application	An automated cancer identification and reporting solutions; used at SFGH	Artificial Intelligence in Medicine, Inc. (AIM)	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected

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DPH-0234-S	Public Health	Gemweb -ABG, Bld	Medical point-of-care testing	Point-of-Care testing, generates test data containing MRN and clinical test results.	Instrumentation Laboratory (IL-Benelux) CH-Werfen Company USA LLC	Custom	Daily	Daily	Level 4 - Protected	Level 4 - Protected
DPH-0238-S	Public Health	HemaTrax	Blood bank management	Blood Bank Mgt.	Digi-Trax	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0241-S	Public Health	Philips ICCA - Intellivue Critical Care Anesthesia	Intensive Care Unit clinical documentation software	Critical Care; ICU clinical documentation system for nursing and respiratory technician staff;	Philips Medical Systems	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0250-S	Public Health	MAK Med Administration Checking	Medication administration	Utilizes point-of-care barcode technology to automatically validate and document the medication administration process.	Siemens	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0258-S	Public Health	Ophthalmic Imaging Systems (OIS)	Ophthalmic electronic health record	Ophthalmic imaging & informatics solutions with a platform EHR & practice mgmt sys, digital imaging mgmt	Merge	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0265-S	Public Health	PACS wizards (dose, contacts)	Medical documentation	Radiology. Contains dosing information.	Local / In-house	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0267-S	Public Health	Pathlinks	Clinical and financial administration	A tested solution that manages clinical and financial business functions for large and small organizations.	Achieve Healthcare	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0275-S	Public Health	PulseCheck Emergency Dept Charting(PICIS)	Patient Documentation	Emergency Dept Physician and Nurse Charting of all Emergency Department cases.	PICIS, Optum-Insight	Custom	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0277-S	Public Health	Q-Path	Ultrasound software	Designed to meet the specific needs of departments performing ultrasound at the point of care, including Emergency Medicine, Critical Care, Anesthesia, and many others.	Telexy	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0278-S	Public Health	Radiologue -Clinical Image Scheduling/Details	Radiology application	Radiology; a web-based radiology application that enhances communication among; Whiteboard / protoc	Local - UCSF Custom Built	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0281-S	Public Health	Respironics	Sleep/Respiratory Monitoring System	Sleep/Respiratory Monitoring System	Phillips	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0285-S	Public Health	Softmed	Document creation and signature	Used in SFGH Medical Records dept. Document creation & distribution that enable clinicians to develop, edit & electronically sign patient documents	3M	Custom	As Needed	As Needed	Level 4 - Protected	Level 2 - Internal Use
DPH-0287-S	Public Health	Sunquest Lab System	Laboratory management	SFGH clinical lab database Lab Management End to End	Sunquest	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0293-S	Public Health	Tracemaster EKG - IntelliSpace ECG	EKG image storage	EKG Management System, stores images.	Phillips	Custom	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected

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Inventory of Citywide Enterprise Systems of Records
In compliance with CA Government Code 6270.5 (passed via SB 272)

ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
DPH-0297-S	Public Health	WatchChild Clinical Documentation and Fetal Monitoring	Fetal monitoring	Obstetrics application; functionality includes fetal monitoring and recording; labor and delivery RN	Hill-Rom	Custom	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0304-S	Public Health	Jail Information Management System (JIMS)	Electronic Health Record	Electronic health record for Jail Health Services; replaced CHART. Contains patient identifiers and diagnoses.	JIMS	Electronic Health Record	Daily	Daily	Level 4 - Protected	Level 4 - Protected
DPH-0305-S	Public Health	Medical Respite Application	Medical Respite program administration	SFDPH-developed application that is used by Medical Respite program to manage beds, track patient stays, admissions, discharges, outcomes, etc.	DPH	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0306-S	Public Health	Sobering Center Application	Sobering Center clinical application	SFDPH-developed application that documents all patient stays at the Sobering Center.	DPH	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0307-S	Public Health	San Francisco Homeless Outreach Team (SFHOT) Case Management Application	Case management application	SFDPH-developed application, embedded within the Coordinated Care Management System.	DPH	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0308-S	Public Health	Stabilization Room Reservation System (SRRS)	Reservation of stabilization rooms	SFDPH-developed application used to document client stays in stabilization rooms.	DPH	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0309-S	Public Health	Direct Access to Housing database (DAH)	Housing management	SFDPH-developed application used to track client referrals, applications, stays, discharges, and outcomes in Direct Access to Housing (DAH) funded supportive housing.	DPH	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0318-S	Public Health	ICOMS - Chronic Viral Hepatitis Registry	Chronic Viral Hepatitis Registry	Registry of chronic viral hepatitis, contains protected health information	Custom	Custom	As needed	As needed	Level 4 - Protected	Level 4 - Protected
DPH-0327-S	Public Health	PSYCH/PES eChart	Electronic Health Record	eCharts for Psychiatry and Psychiatric Emergency Services, contains protected health information	UCSF	Custom	Multiple times per hour	Multiple times per hour	Level 4 - Protected	Level 4 - Protected
DPH-0331-S	Public Health	SFDPH Influenza Testing Database	Influenza testing database	Influenza testing records kept by hospitals administered by department of public health, contains protected health information	DPH	Custom	As needed	As needed	Level 4 - Protected	Level 4 - Protected
DPH-0332-S	Public Health	Trauma One	Trauma Registry	A registry of trauma related data for the department of public health administered hospitals, contains protected health information	Lancet Technology	Trauma One	Multiple times per hour	Multiple times per hour	Level 4 - Protected	Level 4 - Protected
DPH-0340-S	Public Health	ARIES	HIV Health Services database for reporting to State and Feds	HIV Health Services data	DPH	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0360-S	Public Health	Exchange Microsoft email	Communications	Email system	Microsoft	Custom	Continuous	Continuous	Level 4 - Protected	Level 1 - Public

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Inventory of Citywide Enterprise Systems of Records
 In compliance with CA Government Code 6270.5 (passed via SB 272)

ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
DPH-0361-S	Public Health	FAMIS / ADPICS	Purchasing	City's Financial System - Budget and Purchasing processing; Used by both LHH & SFGH. Famis month-end processing.	FAMIS	Custom	As Needed	As Needed	Level 3 - Sensitive	Level 2 - Internal Use
DPH-0362-S	Public Health	First Watch	911 monitoring	911 CAD data translation for real-time system monitoring; 911 response reports and analysis; data going back 10 years; system reports	FirstWatch	Custom	As needed	As needed	Level 4 - Protected	Level 1 - Public
DPH-0365-S	Public Health	Invision ePrescribe	Prescription software	allows providers to prescribe meds Outside the SFGH.	Siemens	Electronic Health Record	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0367-S	Public Health	Labor Relations Case Management System	Labor Relations Case Management	Labor Relations Case Management - Contains Employee PHI	DPH	Custom	As needed	As needed	Level 4 - Protected	Level 3 - Sensitive
DPH-0374-S	Public Health	Organizational Intelligence (OI)	Finance / Accounting	OI lifts the veil on cost accounting with expert-level analysis	OI Health	Custom	As needed	As needed	Level 4 - Protected	Level 4 - Protected
DPH-0384-S	Public Health	Standard Populations Database	Reporting database	Reporting database of patient demographics, encounters and special populations (e.g., HIV, maternal delivery, live born infants, alcohol disorder, homeless). Combines patients from Invision, Avatar and JIM.	DPH	Custom	As needed	As needed	Level 4 - Protected	Level 2 - Internal Use
DPH-0386-S	Public Health	ZEISS FORUM - Ophthalmology (Rad)	Ophthalmology software	Ophthalmology software for eye care data and eye disease management.	Zeiss	Custom	As needed	As needed	Level 4 - Protected	Level 4 - Protected
DPH-0387-S	Public Health	ZSFGH Clinical Oncall Schedules	Employee Scheduling	Allow SFGH Clinical Wards to upload physician oncall schedules.	DPH	Custom	As needed	As needed	Level 2 - Internal Use	Level 2 - Internal Use

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Inventory of Citywide Enterprise Systems of Records
 in compliance with CA Government Code 6270.5 (passed via SB 272)

ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
DPH-0335-S	Public Health	Transbase	TransBASE is being developed to inform a comprehensive approach to understanding health impacts of transportation systems, including safety, access, physical activity, air and noise quality, and health disparities. TransBASE is part of a larger SFPDPH-PHES effort to improve city services through San Francisco's Open Data Policy. The goal of open data initiatives is to keep the San Francisco community informed, connected, and engaged with government. To that end, SFPDPH-PHES is working to improve the content and accessibility of TransBASE in coordination with City agencies and community partners so that it can help address transportation system safety, sustainability, community health, and equity in San Francisco. The long-term goal is for TransBASE to serve as the central data repository for all public health-related transportation data; to be a free and open data resource for the general public to use; and to support inter-agency collaboration; data standards, and data sharing within San Francisco.	Publicly shareable information regarding a range of transportation characteristics as well as data on fatalities and injuries that are shareable while respecting the privacy of individuals	Internally Developed	Open Source	As Needed	As Needed	Level 1 - Public	Level 1 - Public
	Public Health	Nextgate EMPI	Electronic Master Patient Index to create one master account number for patients seen across DPH programs	Patient identifiers	Nextgate	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
LJB-0001-S	Public Library	Integrated Library System	An enterprise resource planning system for a library used to track items owned, orders made, bills paid, and patrons utilizing library materials.	Data is used by the proprietary system developed by Innovative Interfaces Inc. the library's ILS vendor.	Innovative Interfaces Inc.	Sierra	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
	Public Library	Staffnet	Staff use intranet containing employee phone directory; job announcements; draft reports, memos, and meeting minutes, statistics, links to other city systems commonly used by employees (i.e. eMerge)	Data is used by SFPL employees to access relevant data relevant to employment and daily operations of SFPL.	n/a Internal webpage designed in-house	Staffnet	Continuous	Continuous	Level 2 - Internal Use	Level 2 - Internal Use

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Inventory of Citywide Enterprise Systems of Records
In compliance with CA Government Code 6270.5 (passed via SB 272)

ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
	Public Library	Incident Tracker	Database for tracking and detailing security warnings or incidents that may require suspension of library privileges for a fixed period of time and/or intervention of law enforcement	Data is used by SFPL employees to detail incidents and identify patrons temporarily suspended from library facilities for violations of Patron Code of Conduct or legal violations, and to store Suspension Notices provided to patrons detailing when and why they are temporarily suspended from the public library. Information may include patron's name, age, and/or a physical description	McKula, Inc.	Incident Tracker	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
PUC-0002-S	Public Utilities Commission	Aclara Star Automated Water Meter System	Used to collect water consumption	Collection of Water Consumption from Smart Meters.	Aclara	Aclara Star	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
PUC-0003-S	Public Utilities Commission	Energy Trading and Risk Management	Used for acquisition and load bearing of power	Power Scheduling Software/Electric Settlements	Power Settlement (&) Energy Exemplar	SettleCore (&) Plexos	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
PUC-0011-S	Public Utilities Commission	CCAMS	Used to monitor water quality between main and point of delivery	Customer Cross Connection Backflow Device Tracking	Developed in-house	Cross Connection Assembly Management System	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
PUC-0012-S	Public Utilities Commission	Currents (Intranet)	Department's Intranet	SFPUC Intranet (in house developed)	Developed by a consultant	SharePoint	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
PUC-0013-S	Public Utilities Commission	eDNA/IPP by InStep	Historical operations data repository	SFPUC-wide Supervisory Control And Data Acquisition operations data Historian	InStep	eDNA	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
PUC-0014-S	Public Utilities Commission	EJWard	Used to track fuel consumption	Fuel Consumption Tracking (including gasoline, diesel and electric)	Oracle	EJWard	Daily	Daily	Level 3 - Sensitive	Level 1 - Public
PUC-0015-S	Public Utilities Commission	Energy Accounting	Used to perform accounting of energy resources	Energy Use and Efficiency Monitoring	EnergyCAP Inc.	Energy/CAP Enterprise	Daily	Daily	Level 3 - Sensitive	Level 3 - Sensitive
PUC-0019-S	Public Utilities Commission	Form 1.1	Operations summary for Hetch Hetchy Water & Power	HHWP Operations Summary	Developed in-house	Not Applicable	Daily	Daily	Level 3 - Sensitive	Level 1 - Public
PUC-0022-S	Public Utilities Commission	Agile Fleet Commander	Fleet scheduling system	Fleet Management	Agile Access Control	Agile Fleet Commander	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
PUC-0025-S	Public Utilities Commission	GoSolarSF	Project management resources for solar installation projects	Special Projects - Power (in house developed)	Developed in-house	GoSolarSF	Daily	Daily	Level 1 - Public	Level 1 - Public
PUC-0042-S	Public Utilities Commission	Position Control System	Employee and position inventory system	Personnel Position Control System	Developed in-house	Position Control System	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
PUC-0043-S	Public Utilities Commission	Power MDMS (Hetch Hetchy DataMart)	Water and power generation data	Hydrologic and Power Generation Database	Developed in-house	Power MDMS	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
PUC-0052-S	Public Utilities Commission	Solar & Weather Monitoring	Solar and weather monitoring system	Database for Solar Power and Select Weather Data Tracking	Campbell Scientific	Loggernet	Daily	Daily	Level 3 - Sensitive	Level 1 - Public

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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
PUC-0053-S	Public Utilities Commission	TimeLive	Tracks consultant time for Infrastructure Enterprise	Infrastructure time system for contractors and consultants	LiveTecs	TimeLive	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
PUC-0054-S	Public Utilities Commission	Track-It	Database of IT Help Desk activity	IT Help Desk Software	Track-It	Track-It	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
PUC-0061-S	Public Utilities Commission	SEWNODE	Infrastructure asset management	Tracking the location and general characteristics of drain and inlets to the sewer system.	Oracle	Oracle DB	Daily	Daily	Level 3 - Sensitive	Level 1 - Public
PUC-0063-S	Public Utilities Commission	EI Server	Monitoring of large meters	Large Electric Meter Monitoring	Noneywell	EI Server	Daily	Daily	Level 3 - Sensitive	Level 1 - Public
REC-0001-S	Recreation and Parks	Comet 4	Database used to track and estimate the Facility Condition Index of RPD facilities	A summary of RPD building inventory, an assessment of their physical condition, and cost estimates of needed capital improvements (COMET = Condition Management Estimation Technology).	Parsons Corp	COTS	Not updated (historical only)	Not updated (historical only)	Level 1 - Public	Level 1 - Public
REC-0002-S	Recreation and Parks	CLASS	Issuance of and payment collection for permits issued for the use of RPD sports fields, parks, and facilities	Permit Date, facility/property, and cost; name/organization of permittee	Active Network	COTS	Quarterly	Quarterly	Level 1 - Public	Level 1 - Public
REC-0003-S	Recreation and Parks	Contracts	Database used to track purchase orders	Vendor information; product information; product cost information	Microsoft	Microsoft Access	Hourly	Hourly		
REC-0008-S	Recreation and Parks	MSDSTS	Inform employees of cleaning products, fertilizers, herbicides and other products with chemical components that are approved for use, and inform employees of any safety measures or precautions associated with their application	Material Safety Data Sheet: List of chemicals pre-approved for purchase. Information includes Product Name(s), Manufacturer, Approved Uses, safety considerations, and approval date(s)	Microsoft	MS Excel	Quarterly	Quarterly	Level 2 - Internal Use	Level 2 - Internal Use
REC-0009-S	Recreation and Parks	EHS	Database used to track damage claims against the department, adverse safety incidents, temporary work assignments for injured employees, and employee workplace injuries and illnesses	Employee workplace injury and illness reports and public property/safety incident reports; data includes 1) date, time & place of incident, 2) explanation of incident, 3) symptoms of incident, 4) witnesses, 5) summary data of Temp Work Assignments and associated cost/savings	Microsoft	MS Excel	As needed	As needed	Level 4 - Protected	Level 4 - Protected
REC-0012-S	Recreation and Parks	Personnel	Database used to track employee trainings and position appointments	Employee ID info; training requirements; categoricals for whether requirements have been met; trainings completed	Microsoft	MS SQL Server	As needed	As needed		
REC-0014-S	Recreation and Parks	REX	Software system used to track and report calls for service to Park Rangers	Call/Request, Location, Reason for Call, Description of Ranger's response	Microsoft	MS SQL Server	Continuous	Continuous	Level 3 - Sensitive	Level 2 - Internal Use
REC-0015-S	Recreation and Parks	RTS	Database used to track payments to RPD accrued as revenue	Payor, Date, Amount paid, Revenue code	Microsoft	MS SQL Server	Daily	Monthly		

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Inventory of Citywide Enterprise Systems of Records
In compliance with CA Government Code 6270.5 (passed via SB 272)

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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
REC-0016-S	Recreation and Parks	Telecom	Track call activity on RPD's phone system	RPD Call and Charge detail	Microsoft	MS SQL Server	Continuous	Continuous		
REC-0017-S	Recreation and Parks	Telestaff	Scheduling tool for the Park Ranger unit	Employee identifying information, labor costs, work/union rules, shift date, shift length	Kronos	COTS	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
REC-0019-S	Recreation and Parks	WEBTMA	Work Order tracking, scheduling and cost estimating	Project, Task, Location, Hours worked, Trade performing task, hourly labor cost, total project or task costs	TMA Systems	COTS	Continuous	Continuous	Level 1 - Public	Level 1 - Public
REC-0020-S	Recreation and Parks	RPDGIS	Create geographical representations of RPD properties, facilities, and amenities	Geographic and spatial data on RPD properties, facilities, and amenities	Microsoft	MS SQL Server	Continuous	Continuous	Level 1 - Public	Level 1 - Public
REC-0021-S	Recreation and Parks	ActiveNet	Registration system for recreation programs and classes	Recreation class and program information, including, dates, locations, and summary registration statistics	Active Network	Active Net	Continuous	Continuous		
REC-0023-S	Recreation and Parks	Donations	Track donations to the Department	Donor name/entity, donation date, donation amount (\$)	Microsoft	Excel	Monthly	Monthly	Level 1 - Public	Level 1 - Public
REC-0023-S	Recreation and Parks	PFS	Track employees' classifications and supervisor/supervisee relationships; also keeps track of employees' personal information, including home addresses and social security numbers	Employee name, phone number, classification, supervisor, direct reports	Microsoft	Access	Bi-Weekly	Bi-Weekly	Level 4 - Protected	Level 1 - Public
REC-0025-S	Recreation and Parks	EZ Links	Track and manage online golf reservations	Golf course, date & time of reservation, cost, number of players	PGA Tour, Inc.	Tee Sheets	Daily	Daily	Level 2 - Internal Use	Level 1 - Public
REC-0026-S	Recreation and Parks	Internet	Make information about RPD's parks, facilities, and services available to the public	Park hours, locations; class hours, locations, fees; news	Wordpress	Wordpress	Daily	Daily	Level 1 - Public	Level 1 - Public
REC-0027-S	Recreation and Parks	Intranet	post and make available information useful to Department employees	forms, employee contact information, information about internal procedures	Wordpress	Wordpress	Daily	Daily	Level 2 - Internal Use	Level 1 - Public
REC-0028-S	Recreation and Parks	Marina Manager	SF Marina accounting, reservation, and operations management	Berth reservations and vacancies, lease rates, lease payment information	Kord Information Systems	Total Marina Package	Daily	Monthly	Level 3 - Sensitive	Level 1 - Public
REC-0029-S	Recreation and Parks	Nursery Inventory Management Application (NIMA)	tracks plant inventory	Plant type, quantity, order date, cost	Microsoft	SQL	Weekly	Weekly	Level 2 - Internal Use	Level 1 - Public
REC-0031-S	Recreation and Parks	RPS	track and manage hours worked by temporary employees	Employee name, work date & time, # hours	Microsoft	Access	Daily	Daily	Level 1 - Public	Level 1 - Public
REC-0032-S	Recreation and Parks	Sharepoint	staff collaboration and document sharing	documents	Microsoft	Sharepoint	Daily	Daily	Level 2 - Internal Use	Level 1 - Public
REC-0033-S	Recreation and Parks	Strategic Plan	Track RPD's strategic planning initiatives and objectives	Objective, initiative, lead division, support division, timeline	Airtable	Airtable	Annually	Annually	Level 1 - Public	Level 1 - Public

Inventory of Citywide Enterprise Systems of Records
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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
RNT-0001-S	Rent Arbitration Board	Petition and notice tracking system	Petition and other required filings tracking system.	The system of record for eviction notices, petitions, and appeals to the Rent Board	Apple/FileMaker	Filemaker Pro	Continuous	Monthly	Level 3 - Sensitive	Level 1 - Public
	Sheriff	Keefe	Inmate money banking software	Jail, inmate banking transactions of expenditures and deposits	Keefe	Keefe website	Multiple times per hour	Multiple times per hour	Level 4 - Protected	Level 1 - Public
	Sheriff	Renovo	Online scheduling platform for inmate visits.	Jail, inmate visitation scheduling.	Renovo	Renovo website	Multiple times per hour	Multiple times per hour	Level 4 - Protected	Level 1 - Public
	Sheriff	GTL	Inmate phone vendor	Jail, inmate phone account and monitoring system	GTL	GTL website	Multiple times per hour	Multiple times per hour	Level 4 - Protected	Level 1 - Public
	Sheriff	Swap Database	Track/record participation of people in alternatives to incarceration.	Law Enforcement records for those on alternatives to incarceration	Microsoft	Access	Daily	Daily	Level 4 - Protected	Level 2 - Internal Use
	Sheriff	Sirron	Civil unit database	Tracks information about civil court matters: evictions, serving/administering legal documents, etc.	Sirron	Sirron website	As needed	As needed	Level 4 - Protected	Level 2 - Internal Use
WOM-0001-S	Status of Women	VAW Grants Program Performance Metrics	The Violence Against Women Prevention & Intervention Grants Program collects data from its grantees both quantitatively and qualitatively tracking performance and outstanding need.	The Violence Against Women Prevention & Intervention Grants Program data. While no direct identifiers are collected, some data could personally identify a client if enough demographic information tied to program information was exposed. We use this data to track and understand the impact of the grants programs that we fund.	Microsoft	MS Excel	Quarterly	Yearly	Level 3 - Sensitive	Level 1 - Public
WOM-0005-S	Status of Women	CCSF Gender Analyses	Part of the mission of the Commission on the Status of Women is to track and analyze Commission and Board gender-based composition.	Gender Analysis of City Departments	Microsoft	MS Excel	Yearly	Yearly	Level 2 - Internal Use	Level 1 - Public
WOM-0006-S	Status of Women	CCSF Human Trafficking Data	The Family Violence Council gathers member data regarding Family Violence and Human Trafficking in CCSF. Data can assist in identifying at-risk populations and gaps in service.	Human trafficking data	Microsoft	MS Excel	Yearly	Yearly	Level 1 - Public	Level 1 - Public
TTX-0001-S	Treasurer-Tax Collector	Aumentum	Tax software for collection, billing and management of trust taxes and regulatory licenses.	Business Tax online filing and data entry documents search - tax billing, collection cashing and special assessments.	Thomson Reuters	Aumentum	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public

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Inventory of Citywide Enterprise Systems of Records
In compliance with CA Government Code 6270.5 (passed via SB 272)

ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
TTX-0008-S	Treasurer-Tax Collector	APS	Application for billing false alarms and permit licenses.	System for tracking every alarm site for annual registration and dispatch request for a law enforcement agency to an alarm site.	Alarm Program Systems LLC	Salesforce application Alarm Program Systems - False Alarm Billing and Permit Management Application	Daily	Daily	Level 1 - Public	Level 1 - Public
TTX-0011-S	Treasurer-Tax Collector	Excel and CSS	To open and maintain Children's Savings Accounts (CSA)	Kindergarden to college [K2C] program; save and plan for college starting on the first day of school. Comprised of bank accounts records- college savings funds from depositors; funds held at Citibank	Citibank	CSS and Excel	Daily	Daily	Level 4 - Protected	Level 3 - Sensitive
TTX-0013-S	Treasurer-Tax Collector	Microsoft Excel/SQL	Financial records management	financial records and files for Banking Unit	Microsoft	MS Excel	Daily	Daily	Level 4 - Protected	Level 3 - Sensitive
TTX-0018-S	Treasurer-Tax Collector	Image RPS and ONBASE	System for processing lockbox payments, checks, POS, workflow and imaging.	Cashiering system- payment and correspondence processing, document retrieval, custom queries	Hyland	OnBase	Continuous	Continuous	Level 4 - Protected	Level 3 - Sensitive
TTX-0019-S	Treasurer-Tax Collector	Aumentum	System for tracking, billing and management of regulatory licenses.	Records of regulatory license fees mandated by the San Francis Municipal Code, Part III. It is also responsible for the recording, balancing, reporting of all license payments	Thomson Reuters	Aumentum	Daily	Daily	Level 4 - Protected	Level 4 - Protected
TTX-0020-S	Treasurer-Tax Collector	CSS	Receivables tracking and management system	Delinquent revenue collection software that streamlines and organizes methods of collecting outstanding accounts. It automates debtor accounts, includes correspondence, compilation of court records, medical records, skip tracing records, and payments.	Collection Services Software	Impact HD 2.0	Daily	Daily	Level 4 - Protected	Level 4 - Protected
	Treasurer-Tax Collector	Excel	These are monies deposited with the Office of the Treasurer & Tax Collector by the Public Administrator or any other representative of an estate, for which certain heirs or beneficiaries cannot be located at the time of the estate's distribution.	Estate Name, Absent Hier Case Number, Date of Deposit and amount	Excel	Excel	As needed	As needed	Level 1 - Public	Level 1 - Public

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Inventory of Citywide Enterprise Systems of Records
 In compliance with CA Government Code 6270.5 (passed via SB 272)

ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
AR-0001-S	War Memorial	Artifax Event	Theatrical venue scheduling and event management. Necessary data, including name and address, is collected from licensees for their rental or use War Memorial facilities.	Artifax is the War Memorial's theatrical venue scheduling and event management system.	Artifax	Artifax Event	Daily	Daily	Level 3 - Sensitive	Level 1 - Public

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Leger, Cheryl (BOS)

From: 79182-05441065@requests.muckrock.com
Sent: Friday, August 30, 2019 3:48 PM
To: SOTF, (BOS)
Subject: RE: California Public Records Act Request: SB 272 Enterprise Systems - Immediate Disclosure Request

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

San Francisco City Attorney
PRA Office
Room 234
1 Doctor Carlton B Goodlett Place
SF, CA 94102

August 30, 2019

This is a follow up to a previous request:

Thank you Ms. Leger!

Have a good weekend, as well,
Anonymous

Filed via MuckRock.com

E-mail (Preferred): 79182-05441065@requests.muckrock.com

Upload documents directly:

https://accounts.muckrock.com/accounts/login/?url_auth_token=AAAuFBaWtyfyRXNxLh3MkFOGTxo%3A1i3pgZ%3A78Plnm1Xsr8sHkb9U8tB77oLzUY&next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Fsan-francisco-city-attorney-79182%252Fsb-272-enterprise-systems-immediate-disclosure-request-79182%252F%253Femail%253Dsotf%252540sfgov.org

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For mailed responses, please address (see note):

MuckRock News
DEPT MR 79182
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. 30, 2019:

Subject: RE: California Public Records Act Request: SB 272 Enterprise Systems - Immediate Disclosure Request
Dear Anonymous:

Received. Your Complaint will be divided into two separate cases (Dept. of Technology 19094) and (City Attorney 19095). Have a nice weekend.

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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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. 30, 2019:

Subject: RE: California Public Records Act Request: SB 272 Enterprise Systems - Immediate Disclosure Request
SOTF,

Attached is a new complaint re: SB 272 against both the Dept. of Technology and City Attorney's office. The complaints arise out of a single original request that the City Attorney requested we also direct to Dept. of Tech. so only one complaint is filed.

This complaint is not related to my prior complaints.

I would appreciate confirmation of receipt. I will also fill out your webform.

Complainant Name: (Anonymous - use email 79182-05441065@requests.muckrock.com)

Date of Request: August 21 and 28, 2019

Alleged Violations: SFAC 67.21, 67.25, 67.26, 67.27; and Gov Code 6270.5, 6253 (incorporated by reference, and under your jurisdiction, via SFAC 67.21(k))

Complaint Against Employees (listed by official capacity): Linda Gerull (Chief Information Officer/Director of Technology), Dennis Herrera (City Attorney), Elizabeth Coolbrith (Paralegal, City Attorney's office)

Complaint Against Agency: Department of Technology and Office of City Attorney

Thanks,
Anonymous

On Aug. 30, 2019:

Subject: RE: California Public Records Act Request: SB 272 Enterprise Systems - Immediate Disclosure Request

The below immediate disclosure request was sent to Dept of Technology on Aug. 28. Therefore a response was due yesterday Aug. 29.

Please respond immediately.

Dept. of Technology,

This is an IMMEDIATE DISCLOSURE REQUEST under the Sunshine Ordinance, made before end of business August 28, 2019 directed to your agency.

Note that I originally requested the City Attorney's SB 272 catalog from the City Attorney's office, but I was directed to reach out to Dept of Tech for further info so I am doing so.

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

I request under the San Francisco Sunshine Ordinance (Ordinance) and the California Public Records Act (CPRA):

1. IMMEDIATE DISCLOSURE: the catalog of all of the City Attorney's and the Dept of Technology's enterprise systems, as defined by SB 272 / Gov Code 6270.5
2. regular disclosure timeline: internal memos/directives/orders/emails/changelogs of your 2018 and 2019 updates to the enterprise system catalog, or any other writings evidencing your agency's compliance with Gov Code 6270.5(f): "The local agency shall complete and post the catalog required by this section by July 1, 2016, and **thereafter shall update the catalog annually**." (emphasis mine)

PDFs, archived webpages (but not merely a URL), and spreadsheets are all acceptable formats under Admin Code 67.21(l).

Gov Code 6270.5 reads in relevant part: "6270.5. (a) In implementing this chapter, each local agency, except a local educational agency, shall create a catalog of enterprise systems. The catalog shall be made publicly available upon request in the office of the person or officer designated by the agency's legislative body. The catalog shall be posted in a prominent location on the local agency's Internet Web site, if the agency has an Internet Web site. The catalog shall disclose a list of the enterprise systems utilized by the agency and, for each system, shall also disclose all of the following: ..."

Since Gov Code 6270.5 requires you to have this catalog, and to have already published it to your website, you should be able to produce it immediately. Under Gov Code 6253(f), I am explicitly requesting a *copy* be sent to me, not just a URL, as I want a specific version I can use as evidence in any appeals/complaint process I pursue.

If the catalog fails to accurately reflect the requirements of 6270.5, I may pursue corrective action, including with the SOTF (Gov Code 6270.5 is incorporated by reference into the Sunshine Ordinance via SF Admin Code 67.21(k)). My brief perusal of at least one version of the SB 272 catalog for SF (<https://data.sfgov.org/widgets/ebux-gcnq>) shows that many city agencies' catalogs appear to be incomplete. The version linked by the City Attorney's office seems woefully incomplete.

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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

On Aug. 28, 2019:

Subject: RE: California Public Records Act Request: SB 272 Enterprise Systems - Immediate Disclosure Request
Dept. of Technology,

This is an IMMEDIATE DISCLOSURE REQUEST under the Sunshine Ordinance, made before end of business August 28, 2019 directed to your agency.

Note that I originally requested the City Attorney's SB 272 catalog from the City Attorney's office, but I was directed to reach out to Dept of Tech for further info so I am doing so.

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I look forward to your immediate disclosure.

Sincerely,
Anonymous

On Aug. 23, 2019:

Subject: RE: California Public Records Act Request: SB 272 Enterprise Systems - Immediate Disclosure Request

Thank you. I will in fact forward this request to the Department of Technology. However, I do so under protest because your department is a local agency responsible for maintaining its own enterprise system catalog and responsible providing me the information requested.

On Aug. 21, 2019:

Subject: California Public Records Act Request: SB 272 Enterprise Systems - Immediate Disclosure Request

Good afternoon,

This is a new Immediate Disclosure Request under the San Francisco Sunshine Ordinance, made before end of business August 21, 2019 directed to agency: " San Francisco City Attorney ".

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

I request under the San Francisco Sunshine Ordinance (Ordinance) and the California Public Records Act (CPRA):

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I look forward to your immediate disclosure.

Sincerely,
Anonymous

Filed via MuckRock.com

E-mail (Preferred): 79182-05441065@requests.muckrock.com

Upload documents directly:

https://accounts.muckrock.com/accounts/login/?url_auth_token=AAAuFBaWtyfyRXNxLh3MkFOGTxo%3A1i3pgZ%3A78Plnm1Xsr8sHkb9U8tB77oLzUY&next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Fsan-francisco-city-attorney-797%252Fsb-272-enterprise-systems-immediate-disclosure-request-79182%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 79182

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: 79182-05441065@requests.muckrock.com on behalf of '79182-05441065@requests.muckrock.com' <79182-05441065@requests.muckrock.com>
Sent: Friday, August 30, 2019 11:41 AM
To: SOTF, (BOS)
Subject: RE: California Public Records Act Request: SB 272 Enterprise Systems - Immediate Disclosure Request
Attachments: F-SOTF-CityAttorney-DeptTech-20190830-Complaint-min.pdf

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

San Francisco City Attorney
PRA Office
Room 234
1 Doctor Carlton B Goodlett Place
SF, CA 94102

August 30, 2019

This is a follow up to a previous request:

SOTF,

Attached is a new complaint re: SB 272 against both the Dept. of Technology and City Attorney's office. The complaints arise out of a single original request that the City Attorney requested we also direct to Dept. of Tech. so only one complaint is filed.

This complaint is not related to my prior complaints.

I would appreciate confirmation of receipt. I will also fill out your webform.

Complainant Name: (Anonymous - use email 79182-05441065@requests.muckrock.com)

Date of Request: August 21 and 28, 2019

Alleged Violations: SFAC 67.21, 67.25, 67.26, 67.27; and Gov Code 6270.5, 6253 (incorporated by reference, and under your jurisdiction, via SFAC 67.21(k))

Complaint Against Employees (listed by official capacity): Linda Gerull (Chief Information Officer/Director of Technology), Dennis Herrera (City Attorney), Elizabeth Coolbrith (Paralegal, City Attorney's office)

Complaint Against Agency: Department of Technology and Office of City Attorney

Thanks,
Anonymous

Filed via MuckRock.com

E-mail (Preferred): 79182-05441065@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%252Fsan-francisco-city-attorney-797%252Fsb-272-enterprise-systems-immediate-disclosure-request-79182%252F%253Femail%253Dsotf%252540sfgov.org&url_auth_token=AAAuFBaWTyfyRXNxLh3MkFOGTxo%3A1i3lp0%3AOPLm7rH8thuVB7rOpPL_sdJe9tY

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On Aug. 30, 2019:

Subject: RE: California Public Records Act Request: SB 272 Enterprise Systems - Immediate Disclosure Request

The below immediate disclosure request was sent to Dept of Technology on Aug. 28. Therefore a response was due yesterday Aug. 29.

Please respond immediately.

Dept. of Technology,

This is an IMMEDIATE DISCLOSURE REQUEST under the Sunshine Ordinance, made before end of business August 28, 2019 directed to your agency.

Note that I originally requested the City Attorney's SB 272 catalog from the City Attorney's office, but I was directed to reach out to Dept of Tech for further info so I am doing so.

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I look forward to your immediate disclosure.

Sincerely,
Anonymous

On Aug. 28, 2019:

Subject: RE: California Public Records Act Request: SB 272 Enterprise Systems - Immediate Disclosure Request
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I look forward to your immediate disclosure.

Sincerely,
Anonymous

On Aug. 23, 2019:

Subject: RE: California Public Records Act Request: SB 272 Enterprise Systems - Immediate Disclosure Request
Thank you. I will in fact forward this request to the Department of Technology. However, I do so under protest because your department is a local agency responsible for maintaining its own enterprise system catalog and responsible providing me the information requested.

On Aug. 23, 2019:

Subject: RE: California Public Records Act Request: SB 272 Enterprise Systems - Immediate Disclosure Request
With respect to your request for a PDF, our office does not have the catalog in PDF form. The catalog is maintained by DT and is on the DT website that we directed you to. You may contact DT directly if you wish to request the catalog in a format other than what is already online.

Please send replies to cityattorney@sfcityatty.org<<mailto:cityattorney@sfcityatty.org>>

Sincerely,

[cid:image002.jpg@01D559B5.F9383260]Elizabeth A. Coolbrith
Paralegal

Office of City Attorney Dennis Herrera
(415) 554-4685 Direct

www.sfcityattorney.org

Find us on: Facebook<<https://www.facebook.com/sfcityattorney/>> Twitter<<https://twitter.com/SFCityAttorney>>
Instagram<<https://www.instagram.com/sfcityattorney/>>

On Aug. 23, 2019:

Subject: RE: California Public Records Act Request: SB 272 Enterprise Systems - Immediate Disclosure Request

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

[Resending with attachment]

Thank you. Please note I stated "PDFs, archived webpages (but not merely a URL), and spreadsheets are all acceptable formats under Admin Code 67.21(l)."

I want a concrete file copy, not a URL, provided by your department so we have some specific version of the record over which disputes can be resolved. Such a copy would be easily generated (67.21(l)).

Regardless, your link appears to indicate that your department has only 3 enterprise systems (see attachment). If this is indeed your department's full catalog, I will be alleging a violation of SFAC 67.21(k) which incorporates by reference Gov Code 6270.5, due to failure to disclose all of your enterprise systems, without justification. At the very least there must be an email/calendar server (such as Microsoft Exchange), with either you or the Dept. of Tech. as the custodian. Email and calendaring servers are "enterprise systems" within the meaning of 6270.5 because they (a) contain information collected about the public (such as emails the public sends you, including this very email, or meetings you have with members of the public) and (b) are the original source of email/calendar data. For example, the Dept. of Public Health declares their email system as Microsoft Exchange in the same link you provided.

Sincerely,
Anonymous

On Aug. 21, 2019:

Subject: California Public Records Act Request: SB 272 Enterprise Systems - Immediate Disclosure Request

Good afternoon,

This is a new Immediate Disclosure Request under the San Francisco Sunshine Ordinance, made before end of business August 21, 2019 directed to agency: " San Francisco City Attorney ".

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I request under the San Francisco Sunshine Ordinance (Ordinance) and the California Public Records Act (CPRA):

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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):

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DEPT MR 79182

411A Highland Ave

Somerville, MA 02144-2516

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P11Q3



Leger, Cheryl (BOS)

From: 79182-05441065@requests.muckrock.com
Sent: Friday, August 30, 2019 3:48 PM
To: SOTF, (BOS)
Subject: RE: California Public Records Act Request: SB 272 Enterprise Systems - Immediate Disclosure Request

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

San Francisco City Attorney
PRA Office
Room 234
1 Doctor Carlton B Goodlett Place
SF, CA 94102

August 30, 2019

This is a follow up to a previous request:

Thank you Ms. Leger!

Have a good weekend, as well,
Anonymous

Filed via MuckRock.com

E-mail (Preferred): 79182-05441065@requests.muckrock.com

Upload documents directly:

https://accounts.muckrock.com/accounts/login/?url_auth_token=AAAuFBaWtyfyRXNxLh3MkFOGTxo%3A1i3pgZ%3A78Plnm1Xsr8sHkb9U8tB77oLzUY&next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Fsan-francisco-city-attorney-797%252Fsb-272-enterprise-systems-immediate-disclosure-request-79182%252F%253Femail%253Dsotf%252540sfgov.org

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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. 30, 2019:

Subject: RE: California Public Records Act Request: SB 272 Enterprise Systems - Immediate Disclosure Request

Dear Anonymous:

Received. Your Complaint will be divided into two separate cases (Dept. of Technology 19094) and (City Attorney 19095). Have a nice weekend.

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. 30, 2019:

Subject: RE: California Public Records Act Request: SB 272 Enterprise Systems - Immediate Disclosure Request SOTF,

Attached is a new complaint re: SB 272 against both the Dept. of Technology and City Attorney's office. The complaints arise out of a single original request that the City Attorney requested we also direct to Dept. of Tech. so only one complaint is filed.

This complaint is not related to my prior complaints.

I would appreciate confirmation of receipt. I will also fill out your webform.

Complainant Name: (Anonymous - use email 79182-05441065@requests.muckrock.com)

Date of Request: August 21 and 28, 2019

Alleged Violations: SFAC 67.21, 67.25, 67.26, 67.27; and Gov Code 6270.5, 6253 (incorporated by reference, and under your jurisdiction, via SFAC 67.21(k))

Complaint Against Employees (listed by official capacity): Linda Gerull (Chief Information Officer/Director of Technology), Dennis Herrera (City Attorney), Elizabeth Coolbrith (Paralegal, City Attorney's office)

Complaint Against Agency: Department of Technology and Office of City Attorney

Thanks,
Anonymous

On Aug. 30, 2019:

Subject: RE: California Public Records Act Request: SB 272 Enterprise Systems - Immediate Disclosure Request

The below immediate disclosure request was sent to Dept of Technology on Aug. 28. Therefore a response was due yesterday Aug. 29.

Please respond immediately.

Dept. of Technology,

This is an IMMEDIATE DISCLOSURE REQUEST under the Sunshine Ordinance, made before end of business August 28, 2019 directed to your agency.

Note that I originally requested the City Attorney's SB 272 catalog from the City Attorney's office, but I was directed to reach out to Dept of Tech for further info so I am doing so.

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

I request under the San Francisco Sunshine Ordinance (Ordinance) and the California Public Records Act (CPRA):

1. IMMEDIATE DISCLOSURE: the catalog of all of the City Attorney's and the Dept of Technology's enterprise systems, as defined by SB 272 / Gov Code 6270.5
2. regular disclosure timeline: internal memos/directives/orders/emails/changelogs of your 2018 and 2019 updates to the enterprise system catalog, or any other writings evidencing your agency's compliance with Gov Code 6270.5(f): "The local agency shall complete and post the catalog required by this section by July 1, 2016, and **thereafter shall update the catalog annually**." (emphasis mine)

PDFs, archived webpages (but not merely a URL), and spreadsheets are all acceptable formats under Admin Code 67.21(l).

Gov Code 6270.5 reads in relevant part: "6270.5. (a) In implementing this chapter, each local agency, except a local educational agency, shall create a catalog of enterprise systems. The catalog shall be made publicly available upon request in the office of the person or officer designated by the agency's legislative body. The catalog shall be posted in a prominent location on the local agency's Internet Web site, if the agency has an Internet Web site. The catalog shall disclose a list of the enterprise systems utilized by the agency and, for each system, shall also disclose all of the following: ..."

Since Gov Code 6270.5 requires you to have this catalog, and to have already published it to your website, you should be able to produce it immediately. Under Gov Code 6253(f), I am explicitly requesting a *copy* be sent to me, not just a URL, as I want a specific version I can use as evidence in any appeals/complaint process I pursue.

If the catalog fails to accurately reflect the requirements of 6270.5, I may pursue corrective action, including with the SOTF (Gov Code 6270.5 is incorporated by reference into the Sunshine Ordinance via SF Admin Code 67.21(k)). My brief perusal of at least one version of the SB 272 catalog for SF (<https://data.sfgov.org/widgets/ebux-gcnq>) shows that many city agencies' catalogs appear to be incomplete. The version linked by the City Attorney's office seems woefully incomplete.

I also intend to use this information to demonstrate why certain electronic formats should be available to the public within the meaning of Gov Code 67.21(l).

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

On Aug. 28, 2019:
Subject: RE: California Public Records Act Request: SB 272 Enterprise Systems - Immediate Disclosure Request
Dept. of Technology,

This is an IMMEDIATE DISCLOSURE REQUEST under the Sunshine Ordinance, made before end of business August 28, 2019 directed to your agency.
Note that I originally requested the City Attorney's SB 272 catalog from the City Attorney's office, but I was directed to reach out to Dept of Tech for further info so I am doing so.

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

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2. regular disclosure timeline: internal memos/directives/orders/emails/changelogs of your 2018 and 2019 updates to the enterprise system catalog, or any other writings evidencing your agency's compliance with Gov Code 6270.5(f): "The local agency shall complete and post the catalog required by this section by July 1, 2016, and **thereafter shall update the catalog annually**." (emphasis mine)

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that many city agencies' catalogs appear to be incomplete. The version linked by the City Attorney's office seems woefully incomplete.

I also intend to use this information to demonstrate why certain electronic formats should be available to the public within the meaning of Gov Code 67.21(l).

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

On Aug. 23, 2019:

Subject: RE: California Public Records Act Request: SB 272 Enterprise Systems - Immediate Disclosure Request

Thank you. I will in fact forward this request to the Department of Technology. However, I do so under protest because your department is a local agency responsible for maintaining its own enterprise system catalog and responsible providing me the information requested.

On Aug. 21, 2019:

Subject: California Public Records Act Request: SB 272 Enterprise Systems - Immediate Disclosure Request

Good afternoon,

This is a new Immediate Disclosure Request under the San Francisco Sunshine Ordinance, made before end of business August 21, 2019 directed to agency: " San Francisco City Attorney ".

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

I request under the San Francisco Sunshine Ordinance (Ordinance) and the California Public Records Act (CPRA):

1. IMMEDIATE DISCLOSURE: your catalog of all of your department's enterprise systems, as defined by SB 272 / Gov Code 6270.5
2. regular disclosure timeline: internal memos/directives/orders/emails/changelogs of your 2018 and 2019 updates to the catalog, or any other writings evidencing your agency's compliance with Gov Code 6270.5(f): "The local agency shall complete and post the catalog required by this section by July 1, 2016, and **thereafter shall update the catalog annually**." (emphasis mine)

PDFs, archived webpages (but not merely a URL), and spreadsheets are all acceptable formats under Admin Code 67.21(l).

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Since Gov Code 6270.5 requires you to have this catalog, and to have already published it to your website, you should be able to produce it immediately. I am explicitly requesting a copy be sent to me, not just a URL, as I want a specific version I can use as evidence in any appeals/complaint process I pursue.

If the catalog fails to accurately reflect the requirements of 6270.5, I may pursue corrective action, including with the SOTF (Gov Code 6270.5 is incorporated by reference into the Sunshine Ordinance via SF Admin Code 67.21(k)). My brief perusal of at least one version of the SB 272 catalog for SF (<https://data.sfgov.org/widgets/ebux-gcnq>) shows that many city agencies' catalogs appear to be incomplete.

If your department currently is a respondent before the SOTF in one of my cases re: electronic records, I also intend to use this information to demonstrate why certain electronic formats should be available to the public within the meaning of Gov Code 67.21(l).

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

Filed via MuckRock.com

E-mail (Preferred): 79182-05441065@requests.muckrock.com

Upload documents directly:

https://accounts.muckrock.com/accounts/login/?url_auth_token=AAAuFBaWTyfyRXNxLh3MkFQGTxo%3A1i3pgZ%3A78Plnm1Xsr8sHkb9U8tB77oLzUY&next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Fsan-francisco-city-attorney-797%252Fsb-272-enterprise-systems-immediate-disclosure-request-79182%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 79182

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.



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

sent via email and web-form to Task Force

Our ref.
#79182

Date
2019-08-30

RE: SF Sunshine Ordinance Complaint against Dept. of Tech/City Atty, ref 79182

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 79182-05441065@requests.muckrock.com)

Date of Request: August 21 and 2019

Alleged Violations: SFAC 67.21, 67.25, 67.26, 67.27; and Gov Code 6270.5, 6253 (incorporated by reference, and under your jurisdiction, via SFAC 67.21(k))

Complaint Against Employees (listed by official capacity): Linda Gerull (Chief Information Officer/Director of Technology), Dennis Herrera (City Attorney), Elizabeth Coolbrith (Paralegal, City Attorney's office)

Complaint Against Agency: Department of Technology *and* Office of City Attorney

The complaints arise out of a single original request that the City Attorney requested we also direct to Dept. of Tech. so only one complaint is filed.

B. NARRATIVE:

On August 21, 2019 we sent a San Francisco Sunshine Ordinance (Ordinance) and California Public Records Act (CPRA) Immediate Disclosure Request to the Office of City Attorney (enclosed herein as Exhibit A) for, *inter alia*:

1. IMMEDIATE DISCLOSURE: your catalog of all of your department's enterprise systems, as defined by SB 272 / Gov Code 6270.5
2. regular disclosure timeline: internal memos/directives/orders/emails/changelogs of your 2018 and 2019 updates to the catalog, or any other writings evidencing your agency's compliance with Gov Code 6270.5(f): "The local agency shall complete and post the catalog required by this section by July 1, 2016, and ****thereafter shall update the catalog annually****." (emphasis mine)

Respondent Coolbrith of the City Attorney's office provided a link (<https://data.sfgov.org/City-Management-and-Ethics/Inventory-of-citywide-enterprise-systems-of-record/ebux-gcnq>) to a record responsive to #1 on August 22 (response Exhibit B). I followed up asking for a copy of the record as opposed to a URL and pointing out that the catalog with respect to the City Attorney appeared deficient (Exhibit C), and Coolbrith directed us to ask the Dept. of Technology for a copy and did not respond to the deficiency allegation (Exhibit D). We do not dispute the timeliness of the foregoing responses.

Therefore, on August 28, 2019 we sent by email a Ordinance/CPRA Immediate Disclosure Request to the Dept. of Technology (Exhibit E) for, *inter alia*:

1. IMMEDIATE DISCLOSURE: the catalog of all of the City Attorney's and the Dept of Technology's enterprise systems, as defined by SB 272 / Gov Code 6270.5
2. regular disclosure timeline: internal memos/directives/orders/emails/changelogs of your 2018 and 2019 updates to the enterprise system catalog, or any other writings evidencing your agency's compliance with Gov Code 6270.5(f): "The local agency shall complete and post the catalog required by this section by July 1, 2016, and ****thereafter shall update the catalog annually****." (emphasis mine)

A response from Dept. of Technology was due for the immediate disclosure portion on August 29. We have received no email response from the Dept. of Technology as of this complaint.

However, the URL provided by the City Attorney's office does appear to be the catalog required to be kept and published online by GC 6270.5, and therefore it is the record against which we complain. The page describes itself as follows:

Inventory of citywide enterprise systems of record

In compliance with CA Government Code 6270.5 (passed via SB 272), the City must publish a catalog of enterprise systems that collect data about the public. There are

certain exceptions to this detailed in the Government Code. The code is available here:
<http://bit.ly/CAinventory>

Updated June 28, 2019 for the CA annual fiscal year reporting deadline.

Because the City Attorney did not provide a copy of the record and only a URL, we used the "Export" functionality of that page and have provided a PDF copy of the resulting CSV as Exhibit F.

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. This complaint is not related to any others that I have filed prior to this one.

1. Violation of SF Admin Code Sec. 67.25, against Chief Information Officer Gerull and Department of Technology

An email¹ immediate disclosure request was made of Dept. of Technology before close of business August 28. No response was received from Dept. of Technology as of August 29 close of business.

2. Violations of SF Admin Code Sec. 67.21(k), incorporating by reference Gov Code 6270.5, against all respondents

SFAC 67.21(k)² incorporates by reference the CPRA (for "documentary public information") of which Gov Code 6270.5 is a section.

Gov Code 6270.5 reads in relevant part (portions elided, emphasis mine):

(a) In implementing this chapter, each local agency, except a local educational agency, shall create a catalog of enterprise systems. The catalog shall be made publicly available upon request in the office of the person or officer designated by the agency's legislative body. The catalog shall be posted in a prominent location on the local agency's Internet Web site, if the agency has an Internet Web site. The catalog shall disclose a list of the enterprise systems utilized by the agency and, for each system, shall also disclose all of the following:

- (1) Current system vendor.
- (2) Current system product.
- ... (elided 3 - 7)

¹dtis.helpdesk@sfgov.org, which is documented on DT's public website.

²"(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."

(b) This section shall not be interpreted to limit a person's right to inspect public records pursuant to this chapter.

(c) For purposes of this section:

(1) "Enterprise system" means a software application or computer system that collects, stores, exchanges, and analyzes information that the agency uses that is both of the following:

(A) A multidepartmental system or a system that contains information collected about the public.

(B) A system of record.

(2) "System of record" means a system that serves as an original source of data within an agency.

(3) An enterprise system shall not include any of the following:

(A) Information technology security systems, including firewalls and other cybersecurity systems.

... (elided B, C, D)

(E) Systems that would be restricted from disclosure pursuant to Section 6254.19.

(F) The specific records that the information technology system collects, stores, exchanges, or analyzes.

... (elided d, e)

(f) The local agency shall complete and post the catalog required by this section by July 1, 2016, and thereafter shall update the catalog annually.

Note that the Respondents are required not only to disclose these enterprise system catalog records (if they exist, like other public records), but they are also statutorily mandated to "create," "complete," and "post" the catalog and "update the catalog annually." This is a requirement beyond most public records laws which merely govern disclosure of existing records (similar, conceptually to SF Prop. G / 67.29-5³). Note that merely because the catalog of 6270.5 is required to be created and disclosed, it does not hide other such catalogs from disclosure as regular public records.⁴

We allege that the Respondents have failed to list all of their enterprise systems and thus have failed to "complete" this catalog as required by GC 6270.5. At least one enterprise system is missing, which is the City Attorney and/or Dept. of Technology's email and calendaring system which we believe to be Microsoft Outlook, Microsoft Exchange, and/or Microsoft's "cloud" variation of either or both of these technologies.

³67.29-5 requires certain officials not only to disclose calendar public records but also specifically to keep such a calendar with specified information

⁴All enterprise system catalogs would be public records subject to disclosure unless explicitly exempt.

Both email and calendaring systems are "enterprise systems" within 6270.5 because:

1. email and calendaring systems are "multidepartmental" since they are used by multiple City departments
2. email and calendaring systems contain information collected "about the public" – for example, my emails are in the email system, and the calendar systems store schedule items associated with meeting with the public
3. email and calendaring systems are "systems of record" because they have the "original source" of email and meetings

Your Task Force need only find that email and calendaring systems meet the system of record requirement #3 and *either* the multidepartmental condition #1 *or* public information condition #2.

Email and calendaring systems must be included in Respondents' 6270.5 catalog. As seen in Exhibit F, SF Public Health and GSA/City Admin Office do correctly include Microsoft Exchange and Microsoft Outlook, respectively, in their departments' catalogs of enterprise systems.

3. Violations of SF Admin Code Sec. 67.27. Justification Of Withholding, against all respondents

City Attorney Respondents' response failed to point out that some of their enterprise systems had been withheld from the catalog disclosed and did not justify any such withholding. If the Respondents believe (incorrectly, see below) email and calendaring systems are exempt from 6270.5 under either 6270.5(c)(3)(A) (information technology security systems), 6270.5(c)(3)(E) (information security records under GC 6254.19), 6270.5(e) (public interest balancing test), or any other Sunshine/CPRA provision such withholding must be stated and justified. The Department of Technology's disclaimer on the face of the record which states "There are certain exceptions to [publishing] detailed in the Government Code." is not a legally sufficient justification.

4. Violations of SF Admin Code Sec. 67.26. Withholding Kept To A Minimum, against all respondents

Respondents failed to withhold only the minimum portion of the enterprise system catalog by withholding at least the email and calendaring system information, which are non-exempt. Note there may be other enterprise systems erroneously withheld which we do not know about. The City Attorney's portion of Exhibit F declares only 3 enterprise systems. Note that SF Public Health and GSA/City Admin Office do correctly include Microsoft Exchange and Microsoft Outlook, respectively, in their departments' catalogs of enterprise systems.

Email and calendaring systems are not exempt under 6270.5(c)(3)(A) because they are not "information technology security systems," and are not exempt under 6270.5(c)(3)(E) or 6254.19 because they are not "information security records." Email and calendaring systems are not measures taken to achieve "the state of being protected against the unauthorized use of information, especially

electronic data.”⁵

Email and calendaring systems cannot be exempt under 6270.5(e) which reads “If, on the facts of the particular case, the public interest served by not disclosing the information described in paragraph (1) or (2) of subdivision (a) clearly outweighs the public interest served by disclosure of the record, the local agency may instead provide a system name, brief title, or identifier of the system.” because this exemption is prohibited by SF Admin Code 67.24(g) and 67.24(i) which read (emphasis mine):

(g) Neither the City nor any office, employee, or agent thereof may assert California Public Records Act Section 6255 or any similar provision as the basis for withholding any documents or information requested under this ordinance.

...

(i) Neither the City, nor any office, employee, or agent thereof, may assert an exemption for withholding for any document or information based on a finding or showing that the public interest in withholding the information outweighs the public interest in disclosure. All withholdings of documents or information must be based on an express provision of this ordinance providing for withholding of the specific type of information in question or on an express and specific exemption provided by California Public Records Act that is not forbidden by this ordinance.

Together these subsections of SFAC 67.24 prohibit the use of 6270.5(e) because 6270.5(e) is “similar” to 6255 in that it uses a balancing test of public interest in disclosure vs public interest in non-disclosure.

Regardless, even if 6270.5(e) did apply, no such limited information for email and calendaring systems was disclosed.

5. Violations of SF Admin Code Sec. 67.21. Process For Gaining Access To Public Records; Administrative Appeals; against all respondents

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 for reasons stated under Complaint 4.

67.21(k) was violated for the reasons described in Complaint 2.

67.21(l) was violated because City Attorney respondents did not provide the requested PDF or other formats which are “easily generated.”

⁵Dictionary definition of “information security” is “The state of being protected against the unauthorized use of information, especially electronic data, or the measures taken to achieve this.” https://www.lexico.com/en/definition/information_security, based on Oxford dictionaries

6. Violations of SF Admin Code Sec. 67.21(k), incorporating by reference Gov Code 6253, against all respondents

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 4.

6253(f) ("...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)...") was violated because City Attorney respondents did not provide a copy as requested.

E. RELIEF REQUESTED

I ask your Task Force to find violations by the respondents of each of SFAC 67.21, 67.25, 67.26, 67.27 and Gov Code 6270.5, 6253 (incorporated by reference, and under your jurisdiction, via SFAC 67.21(k)).

I ask your Task Force:

- find that records of respondents' email and calendaring systems are public enterprise system catalog records
- direct Respondents to produce a catalog of *all* enterprise systems, with at least the improperly excluded email and calendaring systems
- direct Respondents to justify any withholding of enterprise system information

I ask for a hearing, to the extent possible given my desire to remain anonymous.

This case is not related to any prior complaint I have filed before the SOTF.

I reserve my right to petition the Supervisor of Records and/or any judicial remedies that may be available.

encl: Exhibits

EXHIBIT A

From: Anonymous Person

08/21/2019

Subject: California Public Records Act Request: SB 272 Enterprise Systems - Immediate Disclosure Req...

Good afternoon,

This is a new Immediate Disclosure Request under the San Francisco Sunshine Ordinance, made before end of business August 21, 2019 directed to agency: " San Francisco City Attorney ".

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8/30/2019

SB 272 Enterprise Systems - Immediate Disclosure Request • MuckRock

I look forward to your immediate disclosure.

Sincerely,
Anonymous

EXHIBIT B

From: San Francisco City Attorney**08/22/2019**Subject: RE: California Public Records Act Request: SB 272 Enterprise Systems - Immediate Disclosure ... 

I am writing on behalf of the San Francisco City Attorney's Office in response to your below records request. We received your request this morning. Here is the link to a list which is maintained by Data SF which includes the information responsive to item 1 of your request: <https://data.sfgov.org/City-Management-and-Ethics/Inventory-of-citywide-enterprise-systems-of-record/ebux-gcnq>. We will provide a further response by tomorrow's due date on the remainder of your request.

Please send replies to cityattorney@sfcityatty.org<<mailto:cityattorney@sfcityatty.org>>

Sincerely,

[cid:image002.jpg@01D55907.22EA4800]Elizabeth A. Coolbrith

Paralegal

Office of City Attorney Dennis Herrera

(415) 554-4685 Direct

www.sfcityattorney.org


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Instagram<<https://www.instagram.com/sfcityattorney/>>


EXHIBIT C

From: Anonymous Person

08/23/2019 

Subject: RE: California Public Records Act Request: SB 272 Enterprise Systems - Immediate Disclosure ... 

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


Thank you. Please note I stated "PDFs, archived webpages (but not merely a URL), and spreadsheets are all acceptable formats under Admin Code 67.21(l)." 


I want a concrete file copy, not a URL, provided by your department so we have some specific version of the record over which disputes can be resolved. Such a copy would be easily generated (67.21(l)).

Regardless, your link appears to indicate that your department has only 3 enterprise systems (see attachment). If this is indeed your department's full catalog, I will be alleging a violation of SFAC 67.21(k) which incorporates by reference Gov Code 6270.5, due to failure to disclose all of your enterprise systems, without justification. At the very least there must be an email/calendar server (such as Microsoft Exchange), with either you or the Dept. of Tech. as the custodian. Email and calendaring servers are "enterprise systems" within the meaning of 6270.5 because they (a) contain information collected about the public (such as emails the public sends you, including this very email, or meetings you have with members of the public) and (b) are the original source of email/calendar data. For example, the Dept. of Public Health declares their email system as Microsoft Exchange in the same link you provided.

Sincerely,
Anonymous

From: Anonymous Person

08/23/2019 

Subject: RE: California Public Records Act Request: SB 272 Enterprise Systems - Immediate Disclosure ... 

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

[Resending with attachment]

Thank you. Please note I stated "PDFs, archived webpages (but not merely a URL), and spreadsheets are all acceptable formats under Admin Code 67.21(l)." 

I want a concrete file copy, not a URL, provided by your department so we have some specific version of the record over which disputes can be resolved. Such a copy would be easily generated (67.21(l)).


Regardless, your link appears to indicate that your department has only 3 enterprise systems (see attachment). If this is indeed your department's full catalog, I will be alleging a violation of SFAC 67.21(k) which incorporates by reference Gov Code 6270.5, due to failure to disclose all of your enterprise systems, without justification. At the very least there must be an email/calendar server (such as Microsoft Exchange), with either you or the Dept. of Tech. as the custodian. Email and calendaring servers are "enterprise systems" within the meaning of 6270.5 because they (a) contain information collected about the public (such as emails the public sends you, including this very email, or meetings you have with members of the public) and (b) are the original source of email/calendar data. For example, the Dept. of Public Health declares their email system as Microsoft Exchange in the same link you provided.

P1124

Sincerely,
Anonymous




REQUESTORS_EXPORT_Inventory_of_citywide_enterprise_systems_of_record.pdf

 Download

Inventory_of_citywide_enterprise_systems_of_record

Department	Client/End User	Department Name of Data System	System Description	System Description of Information Stored in System	System Type	System Location	System Status	System Security	System Access	System Retention
DAY-0001-S	City Attorney	CityLaw Claims Management module	Records Government Code claims filed with the City.	Records Government Code claims filed with the City.	Custom Data System	CityLaw	As Needed	As Needed	Level 4 - Protected	Level 1 - Public
DAY-0002-S	City Attorney	CityLaw Conflict on Management module	Records conflict on process information to collect costs for damage to City property.	Records conflict on matters pursued by the City.	Custom Data System	CityLaw	As Needed	As Needed	Level 4 - Protected	Level 1 - Public
DAY-0003-S	City Attorney	CityLaw Litigation Management module	Records civil lawsuits filed against the City.	Records lawsuits filed by and against the City.	Custom Data System	CityLaw	As Needed	As Needed	Level 5 - Restricted	Level 1 - Public

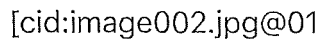
EXHIBIT D

From: San Francisco City Attorney**08/23/2019**Subject: RE: California Public Records Act Request: SB 272 Enterprise Systems - Immediate Disclosure ... 

With respect to your request for a PDF, our office does not have the catalog in PDF form. The catalog is maintained by DT and is on the DT website that we directed you to. You may contact DT directly if you wish to request the catalog in a format other than what is already online.

Please send replies to cityattorney@sfcityatty.org<<mailto:cityattorney@sfcityatty.org>>

Sincerely,

Elizabeth A. Coolbrith

Paralegal

Office of City Attorney Dennis Herrera

(415) 554-4685 Direct

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Instagram<<https://www.instagram.com/sfcityattorney/>>

EXHIBIT E

From: Anonymous Person

08/28/2019

Subject: RE: California Public Records Act Request: SB 272 Enterprise Systems - Immediate Disclosure ...

Email

Dept. of Technology,

This is an IMMEDIATE DISCLOSURE REQUEST under the Sunshine Ordinance, made before end of business August 28, 2019 directed to your agency.

Note that I originally requested the City Attorney's SB 272 catalog from the City Attorney's office, but I was directed to reach out to Dept of Tech for further info so I am doing so.

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

I request under the San Francisco Sunshine Ordinance (Ordinance) and the California Public Records Act (CPRA):

1. IMMEDIATE DISCLOSURE: the catalog of all of the City Attorney's and the Dept of Technology's enterprise systems, as defined by SB 272 / Gov Code 6270.5
2. regular disclosure timeline: internal memos/directives/orders/emails/changelogs of your 2018 and 2019 updates to the enterprise system catalog, or any other writings evidencing your agency's compliance with Gov Code 6270.5(f); "The local agency shall complete and post the catalog required by this section by July 1, 2016, and **thereafter shall update the catalog annually**." (emphasis mine)

PDFs, archived webpages (but not merely a URL), and spreadsheets are all acceptable formats under Admin Code 67.21(l).

Gov Code 6270.5 reads in relevant part: "6270.5. (a) In implementing this chapter, each local agency, except a local educational agency, shall create a catalog of enterprise systems. The catalog shall be made publicly available upon request in the office of the person or officer designated by the agency's legislative body. The catalog shall be posted in a prominent location on the local agency's Internet Web site, if the agency has an Internet Web site. The catalog shall disclose a list of the enterprise systems utilized by the agency and, for each system, shall also disclose all of the following: ..."

Since Gov Code 6270.5 requires you to have this catalog, and to have already published it to your website, you should be able to produce it immediately. Under Gov Code 6253(f), I am explicitly requesting a *copy* be sent to me, not just a URL, as I want a specific version I can use as evidence in any appeals/complaint process I pursue.

If the catalog fails to accurately reflect the requirements of 6270.5, I may pursue corrective action, including with the SOTF (Gov Code 6270.5 is incorporated by reference into the Sunshine Ordinance via SF Admin Code 67.21(k)).

My brief perusal of at least one version of the SB 272 catalog for SF (<https://data.sfgov.org/widgets/ebux-gcnq>) shows that many city agencies' catalogs appear to be incomplete. The version linked by the City Attorney's office seems woefully incomplete.

I also intend to use this information to demonstrate why certain electronic formats should be available to the public within the meaning of Gov Code 67.21(l).

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

From: Anonymous Person

08/30/2019

Subject: RE: California Public Records Act Request: SB 272 Enterprise Systems - Immediate Disclosure ...

Email

The below immediate disclosure request was sent to Dept of Technology on Aug. 28. Therefore a response was due yesterday Aug. 29.

Please respond immediately.

Dept. of Technology,

This is an IMMEDIATE DISCLOSURE REQUEST under the Sunshine Ordinance, made before end of business August 28, 2019 directed to your agency.

Note that I originally requested the City Attorney's SB 272 catalog from the City Attorney's office, but I was directed to reach out to Dept of Tech for further info so I am doing so.

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I look forward to your immediate disclosure.

Sincerely,
Anonymous

EXHIBIT F

0M-0001	Controller	Budget Preparation	Budget preparation system	Budget Preparation data is entered by departments into an IBM Cognos based system.	Multiple	Oracle Database 11g; Informatica 9.1; IBM/Cognos 10.2	Daily	Daily	Level 1 - Public	Level 1 - Public
10N-0003	Controller	Performance Measurement	Performance Measurement	Performance Measurement data is entered by departments into an IBM Cognos based system.	Multiple	Oracle Database 11g; Informatica 9.1; IBM/Cognos 10.2	Daily	Daily	Level 1 - Public	Level 1 - Public
20N-0005	Controller	City Survey Results	Database of responses to surveys evaluating City streets and other community issues	Biennial survey of citizens' perceptions of the quality of select City services and other community issues.	Microsoft	MS Excel	Yearly	Yearly	Level 1 - Public	Level 1 - Public
20N-0006	Controller	Parks	Database of City park maintenance standards and compliance inspection results	Maintenance standards for parks and schedules and inspect for compliance since July 2004. This data is consolidated and submitted to the City of San Francisco.	Microsoft	MS Access	Yearly	Yearly	Level 1 - Public	Level 1 - Public
20N-0007	Controller	Streets & Sidewalks	Database of City street and sidewalk maintenance standards and compliance inspection results	Maintenance standards for streets and sidewalks and inspect for compliance since July 2004. This data is consolidated and submitted to the City of San Francisco.	Microsoft	MS Excel	Monthly	Monthly	Level 1 - Public	Level 1 - Public
20N-0009	Controller	FSP Reports and Analytics	Financial reporting and analysis system	Significant portions of the data in the City's Financial FSP system are transferred and loaded nightly to an Oracle database and used as the source for an Oracle Business Intelligence Enterprise Edition reporting system. This system is used for current FSP and beyond financial reporting.	Oracle	Oracle Database 11g; Oracle Data Integrator 11g; Oracle Business Intelligence Enterprise Edition 12c	Daily	Daily	Level 3 - Sensitive	Level 1 - Public
ECN-0009	Controller	Regression data for Inclusionary Housing Simulation Model	Housing development research	In order to understand how higher inclusionary housing requirements affect the feasibility of new market rate housing development, the Controller's Office contracted with the San Francisco Consulting Group to establish a model that assesses the possibility of housing development in San Francisco. This data includes the model reported in our preliminary report. An overview of the statistical analysis is provided in each section of the report, with more details provided in the appendix.	Microsoft	MS Excel	Not updated (historical only)	Not updated (historical only)	Level 1 - Public	Level 1 - Public
ECN-0011	Department of Police Accountability	Case/Supervisor Tracking and Investigator Case Browser Systems	Primary case management system for the San Francisco District Attorney's Office, including criminal case processing, juvenile case processing, adult services, and delinquency investigation.	Case management system.	Microsoft	MS Access	As Needed	As Needed	Level 4 - Protected	Level 3 - Sensitive
ECN-0012	District Attorney	DAMICON	Primary case management system for the San Francisco District Attorney's Office, including criminal case processing, juvenile case processing, adult services, and delinquency investigation.	Case management system.	Courtview Justice Solutions	Courtview Justice Solutions	As Needed	As Needed	Level 4 - Protected	Level 3 - Sensitive
ECN-0013	Economic & Workforce Development	WorkforceCentral (WFC)	Data collection system that tracks information about participants activities and outcomes.	WFC is a relational database, which contains labor	AJWI	COTS	Continuous	Continuous	Level 4 - Protected	Level 3 - Sensitive
ECN-0022	Economic & Workforce Development	EMS	Tracks information about participants and their activities within Community Development Block Grant (CDBG) funded Workforce and Economic Development programs.	Tracks information about participants and their activities within Community Development Block Grant (CDBG) funded Workforce and Economic Development programs.	CitySpan	Grant Management System (GMS)	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
ECN-0033	Economic & Workforce Development	CityBuild Data System (under migration)	Tracking of city projects and contract data.	Contract information used by the CityBuild compliance and Employment Incentives Services teams to ensure compliance with San Francisco construction workforce policies.	TBD	CityBuild Data System	Continuous	Continuous	Level 4 - Protected	Level 3 - Sensitive
ECN-0035	Economic & Workforce Development	CPMG Tracking	Tracks information about participants referred to and hired by CPMG	Staff and provider partners track compliance information for CPMG in a spreadsheet.	Microsoft	MS Excel	Continuous	Monthly	Level 3 - Sensitive	Level 3 - Sensitive
ECN-0037	Economic & Workforce Development	Business Services Job Listings	To assist employers and interim providers with current and future job opportunities that are available.	The business services team collect and share information about job opportunities and firm future job listings.	Microsoft	MS Excel	Continuous	Weekly	Level 1 - Public	Level 1 - Public
ECN-0038	Economic & Workforce Development	Business Services WARN notices	To assist employers and interim providers with weekend related projects	The business services team track WARN notices (projects about layoffs) and notices provided to affected employees.	Microsoft	MS Excel	Continuous	Weekly	Level 1 - Public	Level 1 - Public
ECN-0039	Economic & Workforce Development	Total Grant Solutions (TGS)	Total Grant Solutions provides our procurement and financial grant management software.	Total Grant Solutions provides our grant management software.	Takmecca	Total Grant Solutions	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
ECN-0040	Economic & Workforce Development	Employment Training Panel	Track student training work hours and wages.	Outside Vendor Uses ERP Online Client/Job Tracking System to collect student attendance and placement data	Microsoft	MS Excel	Quarterly	Quarterly	Level 4 - Protected	Level 4 - Protected
ECN-0041	Economic & Workforce Development	Jobs Portal	Matching job seekers to employers through providers; First Source backlog	Providers, job seekers, employers, and Business Services are all involved in job matching.	Launchpad (Salesforce platform)	Jobs Portal	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
REG-0018	Elections	EMS	Machine voter registration, precincts, districts, and work hours, and ballot information.	Election Information Management System.	IBM	MS SQL Server	As Needed	As Needed	Level 4 - Protected	Level 1 - Public
REG-0020	Elections	WHEDS	Tabulate election results and generate reports.	Vote Tabulation System - Election Results.	IBM	MS SQL Server	As Needed	As Needed	Level 1 - Public	Level 1 - Public
REG-0024	Elections	PHS	Tracks incidents reported to the District Center on election day and candidate response.	District Day Incident Reporting Information System.	IBM	MS SQL Server	As Needed	As Needed	Level 1 - Public	Level 1 - Public
REG-0044	Elections	Outreach DB	Tracks community organizations, events, staff, and materials.	Database of community contacts and outreach presentation scheduling system.	IBM	MS SQL Server	As Needed	As Needed	Level 1 - Public	Level 1 - Public
REG-0055	Elections	Ballot Tracking DB	Tracks all voter-mail and provisional ballots through tabulation process, including sorting, extraction, QC, tabulation, and exceptions and corrections.	Tracks all voter-mail and provisional ballots through tabulation process, including sorting, extraction, QC, tabulation, and exceptions and corrections.	IBM	MS SQL Server	As Needed	As Needed	Level 1 - Public	Level 1 - Public
REG-0073	Elections	RFID Equipment Inventory	Tracks all voting machines and equipment stored at the department's warehouse	Tracks all voting machines and equipment stored at the department's warehouse	IBM	MS SQL Server	As Needed	As Needed	Level 1 - Public	Level 1 - Public
ENV-0043	Environment	Pesticide Use Reporting Database (PURS)	Comply with Environment Code Chapter 5.	Pesticide Use Reporting Database (PURS) is a record of all pesticide products used on San Francisco properties (city-owned properties).	Microsoft	MS SQL Server	Monthly	Yearly	Level 1 - Public	Level 1 - Public
ENV-0058	Environment	SF Energy Watch CRM	SF Energy Watch, an energy efficiency incentive program, stores records of past and potential participants in a single centralized database.	Records of past and potential SF Energy Watch participants in a centralized database.	SugarCRM	Sugar Professional CRM	Daily	Daily	Level 4 - Protected	Level 1 - Public
ENV-0060	Environment	Salesforce and US DOE Standard Energy Efficiency Data Platform	Database of commercial buildings 10,000 sq ft and larger are required to annually report energy benchmarking data, and submit an energy audit once every 5 years.	Database consists of status of compliance with Environment Code CH 20, and data disclosed to SF Environment in the names of compliance.	Salesforce	Salesforce CRM	Annually	As needed	Level 3 - Sensitive	Level 1 - Public
ENV-0061	Environment	Department of Environment GHG Inventory Database	The Department of Environment Greenhouse Gas (GHG) Inventory Database stores both San Francisco's Community-wide and Municipal GHG inventory.	Consolidation of data and greenhouse gas emitted annually for tracking over time.	Microsoft	Excel PowerQuery	Annually	As needed	Level 1 - Public	Level 1 - Public
ENV-0062	Environment	Recognized Healthy Nail Salons in San Francisco	Maintain a list of recognized Healthy Nail Salons in San Francisco.	Name of recognized healthy nail salons.	Microsoft	Excel	As needed	As needed	Level 1 - Public	Level 1 - Public
ETH-0025	Ethics Commission	Netfile	Electronic file/document management/public access system for ethics statements.	Netfile is a cloud hosted SaaS system to store forms and instructions for campaign finance, lobbyist, conflict of interest, and campaign contribution regulations.	Netfile	MS Excel Download; API Access	Daily	Daily	Level 3 - Sensitive	Level 1 - Public
ETH-0026	Ethics Commission	Shared Drive	Document storage system for Ethics Commission work-product.	Additional documents are available in Excel/CSV spreadsheet, some of which are synced up to Salesforce by desktop. This includes campaign consultant data, campaign filing timelines with the city clerk, enforcement assessments, non-filer lists, public financing disclosures, IEG monitoring, VEC monitoring, and list of campaign committees.	Microsoft	MS Excel; CSV	As Needed	As Needed	Level 1 - Public	Level 1 - Public
ETH-0033	Ethics Commission	Ethics Commission Sharepoint	Document storage system for Ethics Commission work-product.	The Ethics Commission is slowly moving towards Sharepoint as a replacement for the Shared Drive as a repository of documents.	Microsoft	Sharepoint	As Needed	As Needed	Level 1 - Public	Level 1 - Public
ETH-0034	Ethics Commission	Ethics Commission Azure	Public facing storage of forms created through OneDrive.	Documents created using OneDrive are stored in Azure automatically and made publicly available as PDFs.	Microsoft	Azure file storage	As needed	As needed	Level 1 - Public	Level 1 - Public
FLM-0011	Film Commission	Film Permit System	Tracking of film permits processed by the San Francisco Film Commission Office.	Film Permit data.	Microsoft	MS Access	Continuous	Monthly	Level 4 - Protected	Level 4 - Protected
FLM-0012	Film Commission	Film Locations	A collection of listing locations of former film and television shows shot in San Francisco.	Database updated about every 6 months for the purpose of highlighting interesting film to the public.	Microsoft	MS Excel	Continuous	Biannually	Level 1 - Public	Level 1 - Public
FLM-0013	Film Commission	Film Permit System	Tracking of film permits processed by the San Francisco Film Commission Office.	Film Permit data.	Microsoft	MS Access	Continuous	Monthly	Level 3 - Sensitive	Level 3 - Sensitive
FLM-0014	Fine Arts Museums	Blackbaud	Customer Relationship Manager for Member and Donor Management	Customer Relationship Manager for Member and Donor Management	Blackbaud	Robbers Edge	Daily	Daily	Level 3 - Sensitive	Level 3 - Sensitive
GSA-0001	GSA - City Administrator's Office	CCG-Project Database	Grant awards project management	A listing of projects funded by the Community Challenge Grant Program, including grant award amount, project type, supervisory entity and other finance-related fields.	Microsoft	MS Excel	Daily	Quarterly	Level 1 - Public	Level 1 - Public
GSA-0019	GSA - City Administrator's Office	MOD- Plan Check Database	Track ADA Plan review applications and MOD inspections.	Required applications for new construction or alterations to ensure City-owned/landed property comply with architectural access standards in the ADA.	Microsoft	MS Excel	Daily	Daily	Level 3 - Sensitive	Level 3 - Sensitive
GSA-0020	GSA - City Administrator's Office	GFTA-Grantee Database	List of annual grantees.	Listing of grantees, award amounts, fiscal year and other variables. Used as historical reference and for grant management estimates.	Microsoft	MS Access	Daily	Biannually	Level 1 - Public	Level 1 - Public
GSA-0021	GSA - City Administrator's Office	MOD-ADA Complaint Log	Track public complaints and their resolution.	Excel spreadsheet tracks details and response and resolution deadlines for ADA complaints, service requests, and curb ramp requests.	Microsoft	MS Excel	Daily	Daily	Level 4 - Protected	Level 4 - Protected
GSA-0022	GSA - City Administrator's Office	MOD-ADA Transition Plan	Track Citywide progress on ADA transition plan.	Excel spreadsheet tracks capital plan projects.	Microsoft	MS Excel	Daily	Daily	Level 1 - Public	Level 1 - Public
GSA-0027	GSA - City Administrator's Office	OCME-MedEx	Medical Examiner Case Management System. Will be replaced in 2018.	Database that tracks cases as they move through the department through 6/31/2018	MedEx	COTS	Daily	Daily	Level 4 - Protected	Level 3 - Sensitive
GSA-0028	GSA - City Administrator's Office	OCME-Subpoena log	Record of OCME subpoena received.	Excel spreadsheet that tracks subpoena for OCME personnel.	Microsoft	MS Excel	Daily	Daily	Level 4 - Protected	Level 3 - Sensitive
GSA-0029	GSA - City Administrator's Office	OCME-Legal Interact/Item log	Record of OCME legal participation in legal interactions.	Excel spreadsheet that tracks OCME consultation and other use.	Microsoft	MS Excel	Daily	Daily	Level 3 - Sensitive	Level 3 - Sensitive
GSA-0032	GSA - City Administrator's Office	ACC-Chamaleon	Automated managed system used by ACC	Relational database that tracks the amounts and people served by ACC.	Chamaleon	COTS	Continuous	Continuous	Level 4 - Protected	Level 2 - Internal Use
GSA-0031	GSA - City Administrator's Office	CS-Fleet Focus (Asset Watch)	Asset/vehicle management system	Collects acquisition, warranty, mileage, fueling, shop expenses, departmental billing, inventory costs, and fleet inventory data.	Microsoft	MS Access	Continuous	Continuous	Level 2 - Internal Use	Level 2 - Internal Use
GSA-0032	GSA - City Administrator's Office	CS-TRAK	Fuel dispensing audit system	Fuel dispensing transactions including vehicle, mileage, fuel type, and fuel quantity at 3 City-operated fuel stations.	Microsoft	MS Access	Continuous	Continuous	Level 1 - Public	Level 1 - Public
GSA-0033	GSA - City Administrator's Office	CC-Vehicles.mdb	Temporary "dash" Excel spreadsheets used to generate budgets or entries in CCAF systems of records	Work space includes multiple tables for vehicles, departments, requests, contacts, etc. to examine, analyze, and report out.	Microsoft	MS Access	Continuous	Continuous	Level 2 - Internal Use	Level 2 - Internal Use
GSA-0034	GSA - City Administrator's Office	FY-Exp & Recov Workbooks	Temporary "dash" Excel spreadsheets used to generate budgets or entries in CCAF systems of records	Work space to manage the budget, collecting monthly expenditures by established and requested by department, and preparing full budget balances	Microsoft	MS Excel	Monthly	Monthly	Level 2 - Internal Use	Level 2 - Internal Use
GSA-0035	GSA - City Administrator's Office	CS-Fuel Purchase Logsheet FY.xls	Temporary "dash" Excel spreadsheets used to generate budgets or entries in CCAF systems of records	Collects info on all company fuel activities	Microsoft	MS Excel	Daily	Monthly	Level 2 - Internal Use	Level 1 - Public
GSA-0038	GSA - City Administrator's Office	SFARTS-Website and Mobile App	Entertainment listings of San Francisco Bay Area	Responsive website and mobile app resources for comprehensive listings of San Francisco and greater Bay Area arts and cultural events including official content and direct links to event details.	Larson Associates	Item	Daily	Daily	Level 2 - Internal Use	Level 1 - Public
GSA-0041	GSA - City Administrator's Office	OCA-WebProcureTM	Web Management	Web Management & Reporting Portal Project	Perfect Commerce	COTS	Daily	Daily	Level 2 - Internal Use	Level 2 - Internal Use
GSA-0042	GSA - City Administrator's Office	CC-AIPac Cris	Public on-line access for County Clerk records.	Databases for City/County Official Death of Office, notary Public Oath, Marriage License and Certificate, SF Domestic Partnership Registration, Professional Business Name, Title Records, Legal Document Acknowledgment, Deputy Marriage Commissioners Oath, Process Server Registration, Professional Photographer Registration.	AIPac Cris	Cris	Continuous	Continuous	Level 4 - Protected	Level 1 - Public
GSA-0044	GSA - City Administrator's Office	CC-Appointment system	Public on-line access for County Clerk appointments.	Web-based booking system for City of San Francisco, Marriage Ceremony Appointments, Marriage License Appointments, Military Priority Wedding Appointments.	Appointment Plus	Appointment Plus	Continuous	Continuous	Level 4 - Protected	Level 1 - Public
GSA-0045	GSA - City Administrator's Office	Capital Planning Reporting Database (CPRD)	Internal project request system.	Project request management system that is used by departments to submit projects for inclusion in the capital plan or for funding through the annual budget. The request and related information stored within the CPRD is an integral part of the 10 year capital plan and 2 year fiscal budget formulation process.	GP/Planner	MS SQL Server	Monthly	Monthly	Level 1 - Public	Level 1 - Public

ADM-0009-0	GSA - City Administrator's Office	CPG-Capital Plan Spreadsheet	Departmental spreadsheet of building related capital asset planning data.	The Master Capital Plan Worksheet aggregates FIRM renewal data, and CPD22 assessment data, to generate the Impact tables and sheets for each chapter of the Capital Plan.	Microsoft	MS Excel	Daily	Quarterly	Level 1 - Public	Level 1 - Public
ADM-0011-0	GSA - City Administrator's Office	ADM-2 yr Capital Budget Spreadsheet	Budget and Planning Department Cross spreadsheets for all GSA Dept budgets.	The Budget worksheets for each FY, categorized and formatted as Capital Budget requests from CPD4	Microsoft	MS Excel	Weekly	Biannually	Level 2 - Public	Level 1 - Public
ADM-0012-0	GSA - City Administrator's Office	R&R-Private Schools Database	Listing of SF private school status	Tracking database for research on seismic safety of SF private school buildings.	Microsoft	MS Excel	Daily	Yearly	Level 2 - Internal Use	Level 1 - Public
ADM-0013-0	GSA - City Administrator's Office	R&R-Soft Story Database	List of SF buildings of higher than average seismic risk.	Co-maintained with DCL, tracking department for compliance with the Mandatory Soft Story Retrofit Program	Microsoft	MS Excel	Daily	Yearly	Level 2 - Internal Use	Level 1 - Public
ADM-0014-0	GSA - City Administrator's Office	OLSE-MWO claim log	OLSE Case Management System	Minimum Wage Ordinance case data (including back wages and penalties payment tracking)	Microsoft	MS Access	Daily	Monthly	Level 4 - Protected	Level 4 - Protected
ADM-0015-0	GSA - City Administrator's Office	OLSE-Wages recovered 7 MWO & PSLD	OLSE Case Management System	Wages and penalties recovered for Minimum Wage Ordinance & Paid Sick Leave Ordinance by month	Microsoft	MS Excel	Daily	Monthly	Level 4 - Protected	Level 4 - Protected
ADM-0016-0	GSA - City Administrator's Office	OLSE-PSLO case log	OLSE Case Management System	Paid Sick Leave Ordinance case data (including back wages and penalties payment tracking)	Microsoft	MS Excel	Daily	Monthly	Level 4 - Protected	Level 4 - Protected
ADM-0017-0	GSA - City Administrator's Office	OLSE-HCSO cases	OLSE Case Management System	Health Care Security Ordinance case data	Microsoft	MS Excel	Daily	Monthly	Level 4 - Protected	Level 4 - Protected
ADM-0018-0	GSA - City Administrator's Office	OLSE-MCO HCAO claim log	OLSE Case Management System	Minimum Compensation & Health Care Accountability Ordinance case data	Microsoft	MS Excel	Daily	Monthly	Level 4 - Protected	Level 4 - Protected
ADM-0019-0	GSA - City Administrator's Office	OCA-City Contracts database	OCA bid tracking database. Will be replaced by PeopleSoft in 12/2018	Date on bids, calendar for prebid/procurement meetings	Microsoft	MS Outlook	Daily	Monthly	Level 3 - Sensitive	Level 1 - Public
ADM-0020-0	GSA - City Administrator's Office	OLSE-Prevailing Wage case log	OLSE Case Management System	Prevailing Wage case data	Microsoft	MS Excel	Daily	Monthly	Level 4 - Protected	Level 4 - Protected
ADM-0113-0	GSA - City Administrator's Office	RED-CMSIS- use of DPW's Inlor system.	RED maintenance management system	Computerized Maintenance Management System (CMSIS) is an online application which manages RED's preventive work orders received from city agencies and ensures work orders are completed	Infor	EAM (Enterprise Asset Management)	Daily	Monthly	Level 4 - Protected	Level 1 - Public
ADM-0109-0	GSA - City Administrator's Office	12B & 14B Waiver Database	Will be replaced by PeopleSoft in 12/2018	The 12B & 14B Waiver Database is used to track information on 12B and 14B waivers received and processed by DMD.	Microsoft	MS Access	Daily	Monthly	Level 3 - Sensitive	Level 1 - Public
ADM-0112-0	GSA - City Administrator's Office	TIDA-Glacier Cove Permit Log	List of Anchorage Permits-TIDA	All Glacier Cove Anchorage Permits issued by TIDA are tagged and tagged to include Permit #, vessel name, MFG or CF #, vessel owner/operator name, contact information, and date of Permit issuance and Permit expiration	Microsoft	MS Excel	Daily	Monthly	Level 3 - Sensitive	Level 1 - Public
ADM-0113-0	GSA - City Administrator's Office	TIDA- "Contact TIDA" responses	List of public inquiries-TIDA	Inquiries to TIDA, submitted through a standardized public/informal form located on the TIDA website, by members of the public are collected in a Google database kept on TIDA's Google Drive account.	Google	Google Drive (Cloud Storage and File Backup)	Daily	Monthly	Level 3 - Sensitive	Level 2 - Internal Use
ADM-0114-0	GSA - City Administrator's Office	TIDA- "Development Contracting Opportunities" responses	List of potential contractor inquiries-TIDA	Individuals and firms interested in receiving future notifications of contracting opportunities with TIDA or TICC may submit their name, contact information, and any other agency which contracting opportunities they are interested in, through a form found on the TIDA website.	Google	Google Sheets	Daily	Monthly	Level 3 - Sensitive	Level 2 - Internal Use
ADM-0117-0	GSA - City Administrator's Office	Office of Cannabis: Temp Retail Permit Tracker	Permit Management	Permit Management-Temporary Retail permits	Microsoft	Excel	Daily	Daily	Level 4 - Protected	Level 1 - Public
ADM-0118-0	GSA - City Administrator's Office	TIDA-Property Spreadsheets	List of current market rate for real estate taxes-TIDA	TIDA tracks market rate tracking, database housing, residential housing, athletic fields, and commercial properties	Microsoft	MS Excel	Daily	Monthly	Level 3 - Sensitive	Level 1 - Public
ADM-0119-0	GSA - City Administrator's Office	TIDA-Master Leasing Pipeline	List of realtors, special events and Financing permits-TIDA	TIDA keeps a log of all Businesses, Booths, Event, and Firm Use permits	Microsoft	MS Word	Daily	Monthly	Level 4 - Protected	Level 1 - Public
ADM-0120-0	GSA - City Administrator's Office	EC-Promoter Registry/Entertainment Commission	List of active EC event promotion	Mandatory list of registered promoters working in San Francisco available at: http://promoterregistry.com/homepage.html	Department of Technology	Drupal/ xml/ html	Daily	Daily	Level 1 - Public	Level 1 - Public
ADM-0121-0	GSA - City Administrator's Office	CS-Fleet Tracking System	30 day log of recent vehicle activity	Real time monitoring of vehicle speed, location, and vehicle violation status.	USA Fleet Solutions	Orupul/ xml/ 5000	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
ADM-0122-0	GSA - City Administrator's Office	CMD-12B Equal Benefits Certification Database	Will be replaced by PeopleSoft in 7/2017	The LBE certification database is used to track, qualify, and process enrollment of employees into CMD07's 12B Equal Benefits program.	Microsoft	MS Access	Daily	Monthly	Level 3 - Sensitive	Level 2 - Internal Use
ADM-0123-0	GSA - City Administrator's Office	City-Operated Drone Flight Summary Database	Self reported drone activity by the public.	The City has authorized Departments to use drones to support specific activities during a one-year pilot period. As part of the evaluation of the pilot, Departments are required to submit drone flight summary information to the Open Data Portal within 48 hours of each flight.	Microsoft	Sharepoint	As Needed	As Needed	Level 2 - Public	Level 1 - Public
ADM-0124-0	GSA - City Administrator's Office	Entertainment Commission Chapter 116 Tracking	Notice of Database Tracking System	Properties near a Place of Entertainment must have record of notification from owner to sailor or lessee of the presence of licensed entertainment.	Digital Services (ADM)	Orupul/ xml/ html	Continuous	Continuous	Level 2 - Internal Use	Level 1 - Public
ADM-0125-0	GSA - City Administrator's Office	Firm Step	Permit Management System	public and commercial permits for events, rallies, etc	Digital Services (ADM)	Orupul/ xml/ html	Daily	Daily	Level 3 - Sensitive	Level 3 - Sensitive
ADM-0126-0	GSA - City Administrator's Office	Office of Cannabis: Screenshot	Permit Management	Permit Management, register apps for Unified Equity Dispensary	Screenshot	Screenshot for Government	Daily	Daily	Level 4 - Protected	Level 1 - Public
ADM-0127-0	GSA - City Administrator's Office	Office of Cannabis: Salesforce	Confidential application verification	Permit Management- Article 10 (Regulated Retail and other permits	Salesforce	Salesforce	Daily	Daily	Level 4 - Protected	Level 2 - Internal Use
ADM-0128-0	GSA - City Administrator's Office	OLSE-LCP Tracker	Track Certified payroll of contractors	Public works project certified payroll data	LCP Tracker	MySQL	Daily	Daily	Level 4 - Protected	Level 1 - Public
ADM-0129-0	GSA - City Administrator's Office	OLSE-LCP Tracker	Track Certified payroll of contractors	Public works project certified payroll data	LCP Tracker	MySQL	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0001-0	GSA - Public Works	GIS Basemap Maintenance	City Basemap maintenance system	City Basemap maintenance system	Microsoft	MS SQL Server	Daily	Daily	Level 1 - Public	Level 1 - Public
DPW-0002-0	GSA - Public Works	CRIS - Curb Ramp Information System	Curb Ramp Inventory and Inspection tracking	Curb Ramp Inventory and Inspection tracking	Microsoft	Web Application/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0003-0	GSA - Public Works	Street Space Permits / Parking Signs	Permit system for tracking, inspection, assigning contractor parking in the right of way	Permit system for tracking, inspection, assigning contractor parking in the right of way	Microsoft	Web Application/MS SQL Server	Daily	Daily	Level 1 - Public	Level 1 - Public
DPW-0011-0	GSA - Public Works	Tree Management System	Tree Inventory and Inspection tracking	Tree Inventory and Inspection tracking	Microsoft	MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0012-0	GSA - Public Works	RSIS - Roadway Structure Information System	Roadway Inventory and Inspection rating tracking	Roadway Inventory and Inspection rating tracking	Microsoft	Web Application/MS SQL Server	Monthly	Monthly	Level 1 - Public	Level 1 - Public
DPW-0013-0	GSA - Public Works	Street-Use Permit System	Street Use permit system: Public Works right of permit management system	Street use permit system: Public Works right of permit management system	Microsoft	Web Application/MS SQL Server	Daily	Daily	Level 1 - Public	Level 1 - Public
DPW-0014-0	GSA - Public Works	SF Pavement Management Information System - MTO StreetSaver V8	Paving condition, inspection and construction prioritization system.	Paving condition, inspection and construction prioritization system.	Microsoft	MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0015-0	GSA - Public Works	Computerized Maintenance Management System (CMSIS) for Public Works, Asset Management and Work Order system	Computerized Maintenance Management System (CMSIS) for Public Works, Asset Management and Work Order system	Computerized Maintenance Management System (CMSIS) for Public Works, Asset Management and Work Order system	Infor	Infor Enterprise Asset Management	Daily	Daily	Level 1 - Public	Level 1 - Public
DPW-0016-0	GSA - Public Works	BSM-Accounting	Public Works invoice tracking system for permits, violations, etc	Public Works invoice tracking system for permits, violations, etc	Microsoft	MS SQL Server	Daily	Daily	Level 1 - Public	Level 1 - Public
DPW-0017-0	GSA - Public Works	Right-of-Way Inspection System	Right of Way Inspection System	Right of Way Inspection System	Microsoft	Web Application/MS SQL Server and Android tablet app	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0018-0	GSA - Public Works	Subdivision Tracking System	Subdivision and Mapping project tracking	Subdivision and Mapping project tracking	Microsoft	Web Application/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0019-0	GSA - Public Works	Enviata	Paving and Utility Excavation 3 Year Plan	Paving and Utility Excavation 3 Year Plan	Accela	Accela Right of Way (formerly Enviata)	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0020-0	GSA - Public Works	28 Clean/Service Request Database	Yard service request work management and stage app	Yard service request work management and stage app	Microsoft	MS Access/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0021-0	GSA - Public Works	Adopt-A-Street - Community Programs Database	Community outreach database	Community outreach database	Microsoft	MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0022-0	GSA - Public Works	BCM Admin Expenditure and Field Expense Database	Track IOC overhead expenditures and field expenses	Track IOC overhead expenditures and field expenses	Microsoft	MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0023-0	GSA - Public Works	BCM Materials Tooling Lab Database	Track material tool results	Track material tool results	Microsoft	MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0024-0	GSA - Public Works	Call Trans Agreements	Documents of Calltrans and city agreements and related notes	Documents of Calltrans and city agreements and related notes	Microsoft	Web Application/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0025-0	GSA - Public Works	Cashiering	Accounting non-credit card payments for cashiering	Accounting non-credit card payments for cashiering	Microsoft	Web Application/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0026-0	GSA - Public Works	Contract Bid Documents Website	Electronic bid document download for contracts	Electronic bid document download for contracts	Microsoft	Web Application/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0027-0	GSA - Public Works	LinkUP Portal	LinkUP projects with PS funding sources	LinkUP projects with PS funding sources	Microsoft	Web Application/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0028-0	GSA - Public Works	LinkUP No FR (NFR)	LinkUP funding system for filling positions to hire new employees	A work tracking system for filling positions to hire new employees	Microsoft	Web Application/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0029-0	GSA - Public Works	DPW Hub	311 connection, CMMS connection, TreeDB connection, CDD (Central Division Distribution of PUC) connection	311 connection, CMMS connection, TreeDB connection, CDD (Central Division Distribution of PUC) connection exchanging work data between different work groups	Microsoft	Console App/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0030-0	GSA - Public Works	DPW Orders - Sharepoint	Document approval mechanism for the director	Document approval mechanism for the director	Microsoft	SharePoint/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0031-0	GSA - Public Works	DPW Public Web Site	PublicWorks.com	PublicWorks.com	Drupal	Drupal	Daily	Daily	Level 2 - Internal Use	Level 1 - Public
DPW-0032-0	GSA - Public Works	Enliion Systems (Web Services for DPW Projects)	Certified payroll data downloaded from Enliion	Certified payroll data downloaded from Enliion	Microsoft	MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0033-0	GSA - Public Works	Enterprise Project Management (EPM)	Project management database application	Project management database application	Microsoft	MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public

0050	GSA - Public Works	FieldRoute	High density routing for street sweepers, ability creating books, mass mail for sweepers routes, GIS-based	High density routing for street sweepers, ability creating books, mass mail for sweepers routes, GIS-based	FieldRoute	MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
0040	GSA - Public Works	Graffiti Management System - Desktop	Managing notices of graffiti violations and SES graffiti abatement billing	Managing notices of graffiti violations and SES graffiti abatement billing	Microsoft	MS Access/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
0040	GSA - Public Works	IDC Lessons Learned Website	Lessons Learned - document repository	Lessons Learned - document repository	Microsoft	Web Application/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
0040	GSA - Public Works	KeyWatcher	Manually type programmed box that connects to application	Manually type programmed box that connects to application	Microsoft	MS Access/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
0040	GSA - Public Works	Manual Invoices	Manually create invoices to give to customers for payment (not system generated)	Manually create invoices to give to customers for payment (not system generated)	Microsoft	Web Application/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
0040	GSA - Public Works	Mobile IOM (Inspect O Mail)	Right of Way Inspection System	Right of Way Inspection System	various	Android Tablet App /MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
0040	GSA - Public Works	Mon-U-Mental	Survey Monument Information System	Survey survey monument inventory and address	Microsoft	Web Application/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
0040	GSA - Public Works	NEWS RACK	Tracking newrack pedestal mounted units and publications	Tracking newrack pedestal mounted units and publications	Microsoft	Web Application/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
0040	GSA - Public Works	Sewer Asset Mgmt - Hydratics	PHDB may be replaced by house spa limited	PHDB may be replaced by house spa limited	Microsoft	MS Access/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
0050	GSA - Public Works	Sewer Proj mgmt	To be replaced by web version (no limited)	To be replaced by web version (no limited)	Microsoft	MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
0050	GSA - Public Works	SF Basecamp Editor for BSM/SQL	Maintenance app for the GIS basecamp	Maintenance app for the GIS basecamp	Microsoft	Console App/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
0050	GSA - Public Works	SF Tree Management Application - Permit Application	Online tree permit application	Online tree permit application	Microsoft	MS Access / Web Application / MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
0050	GSA - Public Works	SFDPW Field Worker - Tablet Application	Tablet application for SF Clean	Tablet application for SF Clean	various	Android Tablet App /MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
0050	GSA - Public Works	Street Legislation Tracking System	Street legislation legislation tracker/et	Street legislation legislation tracker/et	Microsoft	Web Application/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
0050	GSA - Public Works	Sub-Sidewalk Basement	Inventory of sub sidewalk basements	Inventory of sub sidewalk basements	Microsoft	Web Application/MS SQL Server	Monthly	Monthly	Level 4 - Protected	Level 1 - Public
0050	GSA - Public Works	Utility Undergrounding	Inventory of utility undergrounding Rule 42A locations	Inventory of utility undergrounding Rule 42A locations	Microsoft	MS SQL Server	Not updated (Historical only)	Not updated (Historical only)	Level 4 - Protected	Level 1 - Public
0050	GSA - Public Works	BSC/Central							Level 1 - Public	Level 1 - Public
0050	GSA - Public Works	eChangeOrder	Change Order Tracking System for PW Contracts	Change Order Tracking System for PW Contracts	Microsoft	MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
0060	GSA - Public Works	Monument Preservation Tracking System (MPTS)	Protect tracking for preservation of monuments during (lawfully copied) construction in the ROW	Protect tracking for preservation of monuments during (lawfully copied) construction in the ROW	Microsoft	MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
0060	GSA - Technology	Enterprise Addressing System	So that City employees can create, edit, mail, and query street address	Street addresses that fit generally within the city limits, and the one or more parcels that are associated with these street addresses.	Open Source	PostgreSQL	Continuous	Continuous	Level 1 - Public	Level 1 - Public
0060	GSA - Technology	SFGIS System of Record PostGIS/MS SQL/MSDE database	SFGIS System of Record PostGIS/MS SQL/MSDE database	Contains conceptual and some historic data that have been created by City departments, purchased for City-wide distribution, or received from regional partners, for example: Housing, US Census, and City & Financial data.	Esri	Enterprise geodatabase	Daily	Daily	Level 4 - Protected	Level 1 - Public
0060	GSA - Technology	Google Analytics	To track and report on the website traffic for all of the City's web properties that are hosted on the City's Drupal-based web content management system.	Contains counts of page views, impressions and clicks, and device and search types among other data.	Google	Google Analytics	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
0060	GSA - Technology	Outdoor Public Warning System (DPWS)	Monitor Outdoor Public Warning System Status	DPWS locations	Esri	ArcGIS Server	As needed	As needed	Level 1 - Public	Level 1 - Public
0060	GSA - Technology	SFGIS Portal Image Services	Provides imagery services to be used in application	Imagery of San Francisco area/line	Esri	PostgreSQL	As needed	As needed	Level 1 - Public	Level 1 - Public
0060	GSA - Technology	Facility System of Record (FSR)	Central system for maintaining City Facilities	City Facilities, City Land	Esri, PostgreSQL	PostgreSQL	As needed	As needed	Level 1 - Public	Level 1 - Public
0060	Human Resources	Human Services Agency	Benefits Administration data, Employment, demographics, payments, medical/eligibility, dependents, etc.	Human resources data, compensation, time and labor, eligibility, classification, demographics, etc.	Oracle	PeopleSoft	Continuous	Continuous	Level 4 - Protected	Level 1 - Public
0060	Human Resources	Human Services Agency	Providing training for jobs	Job announcements, employment applications	Oracle	PeopleSoft	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
0060	Human Resources	Human Rights Commission	Allows users to submit complaint information to the Human Rights Commission via website, and allows Commission staff to review complaint information for processing.	Provides details on complaints of discrimination filed with HRCC.	IBM	JobApps	As needed	As needed	Level 3 - Sensitive	Level 3 - Sensitive
0060	Human Services Agency	AACTS	Client case management and tracking system	Case management system for Adult Protective Services	MMTGT	AACTS	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
0060	Human Services Agency	CARBON	Performance management & tracking system	Tracks caseload performance and payments	City Span Technologies	Carbon	Monthly	Monthly	Level 4 - Protected	Level 2 - Internal Use
0060	Human Services Agency	COSTS	Client case management and tracking system	Client On Site Tracking System, Traps, DECU, SSI Case Management	SF - Human Services Agency	COSTS	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
0060	Human Services Agency	EREWI	Performance management & tracking system	Quality assurance application for client case assn	SF - Human Services Agency	EREWI	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
0060	Human Services Agency	ETO-ILSP	Client case management and tracking system	Independent Living Self Application	Social Solutions	Efforts to Outcomes - Independent Living Skills Program	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
0060	Human Services Agency	Monet WFM	Web-based application used by Call Centers to manage call agent staff shifts. Current programs using this application are CallCenter, CallCenter and MyCall.	Workforce Management	Monet	Workforce Management	As needed	As needed	Level 4 - Protected	Level 2 - Internal Use
0060	Human Services Agency	PANORAMIC	Client case management and tracking system	Application used by DASH staff	Panoramic	Panoramic	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
0060	Human Services Agency	SHERLOCK	Investigatory purposes	Investigation management	SF - Human Services Agency	Sherlock	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
0060	Human Services Agency	VACS	Investigatory purposes	VACS (Vehicle Automated Collection System) is used by investigators.	County of Ventura	VACS	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
0060	Human Services Agency	VetPro	Client case management and tracking system	Events and address various benefits for clients.	Par.organic	VetPro	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
0060	Human Services Agency	CA Get Care	Client case management and tracking system	Client case and program provision	RTI	CA Get Care	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
0060	Human Services Agency	SF Get Care	Client case management and tracking system	Log 1 & 2 program program market market Care Transition	RTI	SF Get Care	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
0060	Human Services Agency	CLF Get Care	Client case management and tracking system	Client case and program provision	RTI	CLF Get Care	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
0060	Human Services Agency	DMAS CCA	Client case management and tracking system	Client case and program provision	Dewco	DMAS CCA	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
0060	Human Services Agency	Agustus (Autism CQ)	Case Management System used for having clients attend school, case and caseload management	Client case and program provision	Autism Inc.	Autism Explorer	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
0060	Mayor	Grants Management System (GMS)	Comprehensive grants management system for MCHCD community development grants	Grant related client activities and outcomes, including demographic information, grant invoices, award setup, revisions, and amendments.	CitySpan	MS SQL Server	Continuous	Continuous	Level 4 - Protected	Level 1 - Public
0060	Mayor	Capital Projects Tracking	Comprehensive project management system for MCHCD community development capital grants	Project information, including tracking of project status, regulatory and other requirements, and program benefit/impact and MCHCD funding information, including tracking of various Capital funding plans.	FileMaker and Microsoft	FileMaker and MS Excel	Continuous	Continuous	Level 1 - Public	Level 1 - Public
0060	Mayor	Affordable Housing Asset Management Database	Database used by MCHCD Asset Management & Team Team to record and track MCHCD-Contracted asset projects, including and compliance.	Tracks MCHCD-Contracted Asset housing portfolio data, projects, housing/ground/rent based resources, current project completion review process & data.	Microsoft	MS Access	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
0060	Mayor	Affordable Housing Production Pipeline	Tracks MCHCD and OCI affordable housing production pipeline, includes # of units, start and completion dates, and report generation.	General information about MCHCD affordable housing projects including, location, planning and building permit numbers, number of units, size of units, target population, and production timeline.	Microsoft	MS Excel	Continuous	Continuous	Level 1 - Public	Level 1 - Public
0060	Mayor	Local Operating Housing Program Investment Database	Tracks all public payments for homes less housing funded by the City, MCHCD, OCIL, HSL, Annual LOSP reports to support the creation of permanent affordable housing units. Define portfolio and pipeline	Tracts, HSL reports housing units HSL LOSP units, Annual of annual activity and annual of services funded by HSL.	Microsoft	MS Excel	Continuous	Continuous	Level 1 - Public	Level 1 - Public
0060	Mayor	Lead Grants Database	Used to track data on grants and loans provided by MCHCD to property owners for lead hazard control; site tracks, existing, completed and planned projects/databases tracking lead remediation grants provided to owners/tenants.	Property information, owner information, grant summary, invoices, PO's, disbursement rates, project notes, important dates, grant amounts, and other banking information.	Microsoft	MS Access	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
0060	Mayor	Cal Home Rehab Database	Used to track data on loans provided by MCHCD to property owners for single family property rehabilitation; site tracks existing, completed and planned projects.	Property information, borrower information, loan information, underwriting, income & property eligibility, loan summary, project summary, invoice info, disbursement rates, and primary language Certificate information base and expiration date; borrower case ownership information.	Microsoft	MS Access	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
0060	Mayor	Downpayment Assistance Loan Program Tracking	Used to track DAPL applicant and borrower data.	Applicant and borrower data (name, contacts, employment address, address history, head of household, marital information, DOI, gross income, household size and income, and primary language) Certificate information base and expiration date; borrower case ownership information.	Microsoft	MS Excel	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
0060	Mayor	Master BMR Unit List	Used to track units assigned under Housing Code Section 415 (Accessory Dwelling Units), the Davis Convention BMR Program, and all OCI ownership and OCI (voluntary) mid program monitored by the HMIU team	All units registered under Housing Code Section 415 (Accessory Dwelling Units), the Davis Convention BMR Program, and all OCI ownership and OCI (voluntary) mid program monitored by the HMIU team	Microsoft	MS Excel	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
0060	Mayor	Certificate of Preference Program Database	Used to track households eligible for development activities and data on certificate holders.	Client application information (name, contacts, employment address, address history, head of household, marital information, DOI, gross income, household size and income, and primary language) Certificate information base and expiration date; borrower case ownership information.	Salesforce	Salesforce CRM	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
0060	Mayor	SFRA Homeownership Database	Used to research address property and household data on former public housing agency affordable ownership units.	Property and household data on former public housing agency affordable ownership units	Microsoft	MS Access	Not updated (Historical only)	Not updated (Historical only)	Level 3 - Sensitive	Level 3 - Sensitive
0060	Mayor	Displaced Tenant Housing Preference Program Database	Used to track households that have applied for the DTHP housing preference programs.	DTHP applicant information (name, contacts, employment address, address history, head of household, marital information, DOI, gross income, household size and income, and primary language) Certificate information base and expiration date; borrower case ownership information about affordable housing obtained with DTHP Certificate, Demographic including DOI.	Salesforce	Salesforce CRM	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
0060	Mayor	Database of Affordable Housing Listings Information Application (DAHLIA)	DAHLIA is a comprehensive platform supporting all City-sponsored affordable housing and programs	Applicant and household information (name, contacts, employment address, address history, head of household, marital information, DOI, gross income, household size and income, and primary language) for the MCO program, Demographic including DOI.	Salesforce	Salesforce CRM	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
0060	Mayor	Open Data Publishing Management System	Inventory of City systems and datasets	Datasets and systems managed by the City and County per the requirements laid out in local admin codes Chapter 220 and the CA 83273.	Arifable	Arifable	As needed	As needed	Level 1 - Public	Level 1 - Public
0060	Mayor	Applicant Lottery Lists	Used to track applicants to individual MCHCD affordable housing project lotteries.	Name of project/lottery listing; Applicant information (name, contacts, address history, head of household, marital information, DOI, gross income, household size and income, and primary language) Certificate information base and expiration date; Demographic including DOI.	Microsoft	MS Excel	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
0060	Mayor	Affordable Housing Lottery Calendar	Used to track lotteries for affordable housing units and to track non-affordable applicant information about lottery preferences, such as how many applicants applied to each lottery preference category.	Name of project/lottery listing and date; Count of lottery applicants; Counts of units held for each lottery preference; count of applicants for each lottery preference and.	Microsoft	MS Excel	Continuous	Continuous	Level 1 - Public	Level 1 - Public
0060	Mayor	Mortgage Credit Certificate Database	Used to track households that have applied for or received Mortgage Credit Certificates (MCC).	Applicant and borrower data (name, contacts, employment address, address history, head of household, marital information, DOI, gross income, household size and income, and primary language) for the MCC program, Demographic including DOI.	Microsoft	MS Excel	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
0060	Mayor	Homeowner Emergency Loan Program (HELP)	Used to track households that have applied for or received HELP assistance.	Data on households that have applied for or received HELP assistance.	Microsoft	MS Access	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
0060	Mayor	Elevator Repair Program Database	Used to track data on loans provided by MCHCD to property owners for the Elevator Repair Program (ERP), also tracks existing, completed and planned projects.	Property information, underwriting, income & property eligibility, notes summary, project summary, recorded document information.	Microsoft	MS Access	Continuous	Continuous	Level 1 - Public	Level 1 - Public

007-1	Public Health	Integrated Case and Outbreak Management System (ICOMS) - GI module	Disease Outbreak Management	Risk factor and exposure information for campylobacter	SFDPH Communicable Disease Control Unit	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
007-2	Public Health	Integrated Case and Outbreak Management System (ICOMS) - Rabies module	Disease Outbreak Management	Risk factor and exposure information for rabies	SFDPH Communicable Disease Control Unit	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
007-3	Public Health	Integrated Case and Outbreak Management System (ICOMS) - WNV module	Disease Outbreak Management	Risk factor and exposure information for WNV	SFDPH Communicable Disease Control Unit	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
007-4	Public Health	IMPAX (will be replaced with upgrade)	Imaging data software	IMPAX Data Center stores multi-department imaging data in a single enterprise repository and centralizes access to all images	AGFA Healthcare	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
007-5	Public Health	Infecton Control (SFGH, UCSF)	Infecton control surveillance software	A collection of surveillance applications used to collect, aggregate and analyze data in order to identify infections and control them.	SFQH	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
007-6	Public Health	INVISION - Clinics	Electronic Health Record	Certified eHR vendor to meet Meaningful Use. Provider and patient's CPOE	Siemens	Electronic Health Record	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
007-7	Public Health	INVISION - Ptn Acctg	Patient Accounting	Charge capture and billing for all CPOE, LHM, BIC and SFQH including billing for some diagnostic	Siemens	Electronic Health Record	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
007-8	Public Health	INVISION - Ptn Mgmt	Patient Management	Patient Management Component of the Invision program	Siemens	Electronic Health Record	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
007-9	Public Health	INVISION - Resource Scheduling	Appointment scheduling	Appointments for all CPOE and SFQH based sites	Siemens	Electronic Health Record	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
007-10	Public Health	ISCHTR	STD Clinic database and STD Section Surveillance Database	STD Clinic database and STD Section Surveillance Database	DPH	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
007-11	Public Health	IVANS	Medical Billing	Follow-up Medicare Electronic Billing and status DDE (Direct Data Entry) Validation	UGS - United Govt Services (Fiscal Intermediary)	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
007-12	Public Health	IZ Clinic (formerly ICOMS)	Immunization services	Managing client immunization services and inventory, billing and vaccine inventory for the Adult Immunization automated program to parse SFQH transactions to Access Database for record (patient history)	DPH	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
007-13	Public Health	UNCS Navigation	Patient engagement	Tracking data base for HIV positive patients enrolled in navigation services to HIV patients back in care.	DPH	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
007-14	Public Health	MAC Lab	Catheter lab software	Used at cath lab at SFQH	GE/Boston	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
007-15	Public Health	MIARC	Arthritis database	Arthritis database that stores collection of prescriptive data from scanned forms for quality assurance	DPH	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
007-16	Public Health	MLAB	Public Health Laboratory database	Public Health Laboratory database includes confirmatory HIV testing, STD testing, microbiology	Common Centra Systems, Inc. 4701 Trousdale Dr, Ste 119, Nashville, TN 37220	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
007-17	Public Health	Oxecta	TB Surveillance	TB Surveillance	DPH	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
007-18	Public Health	Vital Records Order Logistics	Vital Records Center Tracking System used to track orders of death and birth certificates.	Vital Records Center Tracking System used to track orders of death and birth certificates.	DPH	Oracle	As Needed	As Needed	Level 3 - Sensitive	Level 3 - Sensitive
007-19	Public Health	ORTHOPEDICS TRAUMA INPATIENT SERVICE DATABASE	Medical documentation	Used to generate notes for reports and used to track lab information.	Microsoft	MS Access	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
007-20	Public Health	Patient Referral Tracking (Laguna Honda)	Referral tracking	Immunization report of patients seen SFQH to LHM. Compare patient histories, diagnoses, billing information.	DPH SFQH IIS	Custom	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
007-21	Public Health	INVISION - Progress notes	Electronic Health Record	Part of a medical record where healthcare providers record details to document a patient's status over	Siemens	Electronic Health Record	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
007-22	Public Health	RMS - Siemens Syngo	Radiology information system	Radiology information system used for viewing, reading and billing radiological studies	Siemens	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
007-23	Public Health	RTZ SFGoCare	Order care platform	Used by SFQH to manage staff for planning, managing, and discharge planning of clients in appropriate levels of care.	RTZ	Custom	Daily	Daily	Level 4 - Protected	Level 4 - Protected
007-24	Public Health	SFPHUIS	Emergency notification system	Part of Public Health Laboratory Incident Response System. Used to report of CDC's database	CCC	Custom	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
007-25	Public Health	Vital Records Data Store	Birth/Death and vital recording storage	Vital records data and death records with image storage and retrieval	DPH	Custom	As Needed	As Needed	Level 3 - Sensitive	Level 3 - Sensitive
007-26	Public Health	Environmental Health - Agriculture Program	Agriculture Program Management	Tracking of violations, inspections, verification of business, and billing related to the Agriculture Program.	DPH	Custom	As Needed	As Needed	Level 3 - Sensitive	Level 1 - Public
007-27	Public Health	Environmental Health - ASBESTOS	ASBESTOS Management	Tracking of violations, inspections, verification of business, and billing related to asbestos.	DPH	Custom	As Needed	As Needed	Level 3 - Sensitive	Level 1 - Public
007-28	Public Health	Environmental Health - ASTHMA	Asthma Management	Tracking of violations, inspections, verification of business, and billing related to asthma.	DPH	Custom	As Needed	As Needed	Level 3 - Sensitive	Level 1 - Public
007-29	Public Health	Environmental Health - Apartment Health Violations	Apartment Health Violations Management	Provide public access to inspections, violations and compliance data.	DPH	Custom	As Needed	As Needed	Level 3 - Sensitive	Level 1 - Public
007-30	Public Health	Environmental Health - Food Safety Scores	Food Safety Scores Management	Provides inspection results and access to EH public website from 7200+ food facilities.	DPH	Custom	As Needed	As Needed	Level 3 - Sensitive	Level 1 - Public
007-31	Public Health	Environmental Health - Hotel Health Violations	Hotel Health Violations Management	Tracking of violations, inspections, verification of business, and billing related to hotel health violations.	DPH	Custom	As Needed	As Needed	Level 3 - Sensitive	Level 1 - Public
007-32	Public Health	Environmental Health - Hazardous Waste	Hazardous Waste Management	Tracking of violations, inspections, verification of business, and billing related to hazardous waste management.	DPH	Custom	As Needed	As Needed	Level 3 - Sensitive	Level 1 - Public
007-33	Public Health	Environmental Health - HUNTERS PT AND TREASURE IS HAZMAT	HUNTERS PT AND TREASURE IS HAZMAT Management	Tracking of violations, inspections, verification of business, and billing related to hazardous materials in the Hunters Point and Treasure Island facilities.	DPH	Custom	As Needed	As Needed	Level 3 - Sensitive	Level 1 - Public
007-34	Public Health	Environmental Health - LEAD	LEAD Management	Tracking of violations, inspections, verification of business, and billing related to lead compliance.	DPH	Custom	As Needed	As Needed	Level 3 - Sensitive	Level 1 - Public
007-35	Public Health	Environmental Health - LIENS	LIENS Management	Environmental Health Liens database controls violations, inspections, billing information.	DPH	Custom	As Needed	As Needed	Level 3 - Sensitive	Level 1 - Public
007-36	Public Health	Environmental Health - Radio Frequency Program	Radio Frequency Program Management	The goal of the Environmental Health Department's Radio Frequency Program is to ensure radio frequency RFP exposure levels in San Francisco are within a regulated standard and do not cause human health hazards Database contains violations, inspections, verification of business, and billing data.	DPH	Custom	As Needed	As Needed	Level 3 - Sensitive	Level 1 - Public
007-37	Public Health	Environmental Health - Water Quality	Water Quality Management	Tracking of violations, inspections, verification of business, and billing related to Water Quality.	DPH	Custom	As Needed	As Needed	Level 3 - Sensitive	Level 1 - Public
007-38	Public Health	Environmental Health - Weights and Measures	Weights and Measures Management	Tracking of violations, inspections, verification of business, and billing related to Weights and Measures.	DPH	Custom	As Needed	As Needed	Level 3 - Sensitive	Level 1 - Public
007-39	Public Health	ADL MDS	Patient data collection	Collects nursing, nutritional, activity therapy, social services and rehab assessment data. Used by LHM, nursing	Everlay Fleming 314-591-1800	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
007-40	Public Health	AutoMed EasPak EXP	Medication packaging	Pill collection, patient name, date of birth and birth, Unit dose medication packaging Used by LHM	AmpurSource/Bergan	Custom	Daily	Daily	Level 4 - Protected	Level 4 - Protected
007-41	Public Health	Clinergy350	Medical Coding software	Providing an efficient way for clinicians to enter more complete and complete clinical documentation. Clinergy is the HIS encoder for submitting billing claims to PPS and generating OIGRP reporting.	Nuance	Custom	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
007-42	Public Health	Digital Pen Software	Visit prevention	On-Time Prevention of Praxair Users System Form Valuing/Printing - e.g. Users; Used by LHM	Digital Pen Systems	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
007-43	Public Health	FileZilla	File transfer portal	FTP CLINES reports to DOL	Atlantic Assoptelia	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
007-44	Public Health	Hospital Consumer Assessment of Healthcare Providers and Systems (CHAHPHS)	Consumer surveying	The CHAHPHS (Hospital Consumer Assessment of Healthcare Providers and Systems) survey is the most national, standardized, publicly reported survey of patient perceptions of hospital care.	NRC Pickler - National Research Corp	Custom	As Needed	As Needed	Level 4 - Protected	Level 1 - Public
007-45	Public Health	MRDD (Mental Retardation Developmental Disability)	Developmental Disability assessment	National Retardation Developmental Disability - Assessment by OIGRP (Golden Gate Regional Center) aids to track about 50 patients and their history of repeat care.	MS Access	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
007-46	Public Health	NeuroSpax Application (Standards)	Neurospax application	Managed/operated on one PC in repository dept	DPH	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
007-47	Public Health	Placement Referral Tracking	Referral tracking	Used to make referrals for admitted patients at SFQH or LHM to outside facilities, compare patient identifiers, addresses, benefits information.	DPH SFQH IIS	Custom	Daily	Daily	Level 4 - Protected	Level 4 - Protected
007-48	Public Health	Pharmacy Management	Pharmacy Management	Long Term Care pharmacy system used to fill and fill medication orders. Tracks medications and billing.	OSGI	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
007-49	Public Health	Resident Lookup	Patient location	Online tool used to verify resident location/occupancy; generation of resident care/visit "noted" forms for moving patient utilization to help agency	LHM	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
007-50	Public Health	Unusual Occurrence	Unusual occurrence registry	MS Access database for UI reports for LHM Risk Management. Reports incidents for internal review, LHM and Risk Management	DPH	MS Access	As Needed	As Needed	Level 4 - Protected	Level 2 - Internal Use
007-51	Public Health	Waitlist Tracking	Patient admission	Tracking and statistical reporting of persons waiting for LHM Admissions.	DPH	Custom	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
007-52	Public Health	Encore Delta (Health at Home)	Electronic Health Record	DR Used by Health at Home program.	Delta Health Technologies LLC	Electronic Health Record	Daily	Daily	Level 4 - Protected	Level 4 - Protected
007-53	Public Health	AGFA ICIE	Radiology Imaging	Radiology, Clinical care.	AGFA	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
007-54	Public Health	ASI-DENS	Substance Use Treatment outcomes measurement	Used by SFQH, Addiction Severity Index (ASI), treatment outcomes measurement.	Trans-Unit Research Institute	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
007-55	Public Health	HUGS Baby Tracker Child Monitoring System	Baby location monitoring software	An RFID-based Infant Protection System that delivers an unprecedented level of security against infant abduction.	Stanley HealthCare; Advantage Medical Inc. (AMI)	Custom	Daily	Daily	Level 4 - Protected	Level 4 - Protected
007-56	Public Health	Bed Control/Tracking	Bed control/tracking	Bed control tracking at SFQH	Entlays	Custom	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
007-57	Public Health	Cancer Alert System (CAS)	Cancer Alert System	Cancer Alert at SFQH Medical Records: Identifying of hospital cancer cases can be better and costly work.	CINET Solutions	Custom	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
007-58	Public Health	Care Enhance Review Manager Enterprise (CERME)	Care review software	Care/Utilization Management's browser-based, interactive product that helps reduce A & S streamline the care review process & improve case reviewed & approved reporting.	McKesson	Custom	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
007-59	Public Health	Cbrd	Referral software	Workflow System, track data orders. Used by SFQH & LHM. Reviews printed AOT notices from Prison.	The CBRD Group, Inc. 61 Brown Road, Ithaca, NY 14850	Custom	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
007-60	Public Health	Consultation Utilizer (CU)	Printed consultation tracking software	Tracks intended and realized for Consultation Utilizer	Local	Custom	Daily	Daily	Level 4 - Protected	Level 4 - Protected
007-61	Public Health	coPath Plus	Pathology information	Pathology information System Used at SFQH	Corner	Custom	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
007-62	Public Health	Crowwave	Billing software	Specializes in software for health care billing, adding, chargemaster management and Medicare compliance. Used by CPH Buffalo Office	Cornerwave	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
007-63	Public Health	eCW (Clinical Works)/CareLink SF	Electronic Health Record	Certified eHR for Meaningful Use. Ambulatory Care documentation for all services as well as clinical care. Receives and stores data from other systems, lab work.	eCW	Electronic Health Record	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
007-64	Public Health	EPATH	Cancer identification application	An automated cancer identification and reporting application used at SFQH	Artificial Intelligence in Medicine, Inc. (AIM)	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
007-65	Public Health	Genweb - ABD, BD	Medical point-of-care testing	Point-of-Care testing, generate test data containing MNR and clinical test results.	Instrumentation Laboratory (IL-Berkeley) CH-Werfen Company USA LLC	Custom	Daily	Daily	Level 4 - Protected	Level 4 - Protected
007-66	Public Health	HemaTrax	Blood bank management	Blood Bank Mgt.	Digi-Trax	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
007-67	Public Health	Philips ICCA - Intensive Critical Care Anesthesia	Intensive Care Unit clinical documentation software	Critical Care ICU clinical documentation system for nursing and respiratory technician staff.	Philips Medical Systems	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
007-68	Public Health	MAK Med Administration Checking	Medication administration	Utilizes point-of-care barcode technology to automatically validate and document the medication administration process.	Siemens	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
007-69	Public Health	Ophthalmic Imaging Systems (OIS)	Ophthalmic electronic health record	Ophthalmic Imaging & Informatics solutions with a platform EHR & practice mgmt sys. digital imaging mgmt	Merge	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
007-70	Public Health	PACS wizard (docs, contacts)	Medical documentation	Radiology. Contains design information.	Local / in-house	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
007-71	Public Health	PathNiks	Clinical and financial administration	A tested solution that manages clinical and financial business functions for large and small organizations.	Achiva Healthcare	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected

C-0032-8	Recreation and Parks	Sharepoint	Multi collaboration and document sharing	Documents	Microsoft	Sharepoint	Daily	Daily	Level 2 - Internal Use	Level 1 - Public
C-0032-8	Recreation and Parks	Strategic Plan	Track RPD's strategic planning initiatives and objectives	Objective, initiative, task division, support division, timeline	Microsoft	Airtable	Annually	Annually	Level 1 - Public	Level 1 - Public
RC-0011-4	Rent Arbitration Board	Paillion and notice tracking system	Paillion and other related things tracking system.	The system of record for eviction notices, partitions, and appeals to the Rent Board	Apple/iPad/Maker	Filemaker Pro	Continuous	Monthly	Level 3 - Sensitive	Level 1 - Public
	Sheriff	Keefe	Inventory money handling software	Jail, inmate handling transactions of expenditure and deposits	Keefe	Keefe website	Multiple times per hour	Multiple times per hour	Level 4 - Protected	Level 1 - Public
	Sheriff	Renovo	Online scheduling platform for inmate visits	Jail, inmate visitation scheduling	Renovo	Renovo website	Multiple times per hour	Multiple times per hour	Level 4 - Protected	Level 1 - Public
	Sheriff	GTL	Inmate phone vendor	Jail, inmate phone account and monitoring system	GTL	GTL website	Multiple times per hour	Multiple times per hour	Level 4 - Protected	Level 1 - Public
	Sheriff	Swaps Database	Track/record participation of people in activities to incarceration	Law Enforcement records for those on alternative to incarceration	Microsoft	Access	Daily	Daily	Level 4 - Protected	Level 2 - Internal Use
	Sheriff	Siron	Child care database	Tasks information about civil court matters: evictions, savings/administrating legal documents, etc.	Siron	Siron website	As needed	As needed	Level 4 - Protected	Level 2 - Internal Use
OM-0001-1	Status of Women	VAW Grants Program Performance Metrics	The Violence Against Women Prevention & Intervention Grants Program collects data from its grantees both qualitatively and quantitatively tracking performance and expanding need.	The Violence Against Women Prevention & Intervention Grants Program data. While no direct identifiers are collected, some data could potentially identify a grant if enough demographic information tied to program information was accessed. We use this data to track and understand the impact of the grants programs that we fund.	Microsoft	MS Excel	Quarterly	Yearly	Level 3 - Sensitive	Level 1 - Public
OM-0005-1	Status of Women	CCSF Gender Analysis	Part of the website of the Commission on the Status of Women is to track and analyze Commission and Board gender based composition.	Gender Analysis of City Departments	Microsoft	MS Excel	Yearly	Yearly	Level 2 - Internal Use	Level 1 - Public
OM-0006-1	Status of Women	CCSF Human Trafficking Data	The Family Violence Council gathers member data regarding Family/Victim and Human Trafficking in CCSF. Data can assist in identifying at-risk populations and gaps in services.	Human trafficking data	Microsoft	MS Excel	Yearly	Yearly	Level 1 - Public	Level 1 - Public
TX-0014-1	Treasurer-Tax Collector	Aurionium	Tax software for collection, billing and management of local taxes and regulatory licenses.	Business Tax online filing and data entry documents such as tax billing, collection scheduling and fiscal statements.	Thomson Reuters	Aurionium	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
TX-0015-1	Treasurer-Tax Collector	APS	Application for building false alarms and permit licenses.	System for tracking every alarm site for annual registration and dispatch request for a law enforcement agency to an alarm site.	Thomson Reuters	Salesforce application Alarm Program Systems - False Alarm Billing and Permit Management Application	Daily	Daily	Level 1 - Public	Level 1 - Public
TX-0011-1	Treasurer-Tax Collector	Excel and CSS	To open and maintain CHQ's Savings Accounts (CSA)	Independent to college (NCC) program saw and plan for college starting on the first day of school. Complete all bank accounts records- college and/or family trust deposits, funds held at Citibank	Citibank	CBS and Excel	Daily	Daily	Level 4 - Protected	Level 3 - Sensitive
TX-0012-1	Treasurer-Tax Collector	Microsoft Excel/SQL	Financial records management	Financial records and files for Backing List	Microsoft	MS Excel	Daily	Daily	Level 4 - Protected	Level 3 - Sensitive
TX-0018-1	Treasurer-Tax Collector	Image RPS and ONBASE	System for processing backdoor payments, checks, POS, workflow and imaging.	Cashiering system- payment and correspondence processing, document retrieval, custom queries	Hyland	OnBase	Continuous	Continuous	Level 4 - Protected	Level 3 - Sensitive
TX-0019-1	Treasurer-Tax Collector	Aurionium	System for tracking, billing and management of regulatory licenses.	Records of regulatory license fees mandated by the San Francisco Municipal Code, Part III. It is also responsible for the recording, balancing, reporting of all license payments	Thomson Reuters	Aurionium	Daily	Daily	Level 4 - Protected	Level 2 - Protected
TX-0033-1	Treasurer-Tax Collector	CSS	Records tracking and management system	Department revenue collection software that streamlines and organizes methods of collecting outstanding accounts. It automates delinquent accounts, includes suspension, completion of court records, medical records, expiring records, and payments.	Collection Services Software	Impact HD 2.0	Daily	Daily	Level 4 - Protected	Level 4 - Protected
	Treasurer-Tax Collector	Excel	These are monitor associated with the Office of the Treasurer & Tax Collector by the Public Administrator or any other representative of an estate, for which certain notes or beneficiaries cannot be located at the time of this estate's distribution.	Estate Name, Absent Her Case Number, Date of Deposit and amount	Excel	Excel	As needed	As needed	Level 1 - Public	Level 1 - Public
WH-0001-1	War Memorial	Artifax Event	Through venue scheduling and event management. Necessary data, including name and address, is collected from prospects for their arrival to the War Memorial facility.	Artifax War Memorial's treatment venue scheduling and event management system.	Artifax	Artifax Event	Daily	Daily	Level 3 - Sensitive	Level 1 - Public

P1141

Respondents Document Submission

Leger, Cheryl (BOS)

From: Licudine-Barker, Arlene (TIS)
Sent: Wednesday, September 11, 2019 8:16 AM
To: Gerull, Linda (TIS); SOTF, (BOS)
Subject: Re: SOTF - Complaint Filed with the Sunshine Ordinance Task Force - File No. 19094

Good morning, All.

Please follow the [link](#) to the SF Inventory of Citywide Enterprise Systems of Records (Gov Code 6270.5).pdf pertinent to the request below. This request is now viewable and downloadable from the the NextRequest portal. Please feel free to contact me with regards to this request.

Thank you for your patience.

Best Regards,

Arlene M.V. Licudine
Department of Technology
1 South Van Ness, 2nd Floor
Work (628) 652-5090

From: Gerull, Linda (TIS) <linda.gerull@sfgov.org>
Sent: Tuesday, September 10, 2019 5:46 PM
To: SOTF, (BOS) <sotf@sfgov.org>
Cc: Licudine-Barker, Arlene (TIS) <arlene.licudine-barker@sfgov.org>
Subject: RE: SOTF - Complaint Filed with the Sunshine Ordinance Task Force - File No. 19094

So sorry. We responded last week. I will have Arlene send you the response. She produced the records as well as sending the link.

Arlene, please reply to Cheryl with the info.

From: SOTF, (BOS) <sotf@sfgov.org>
Sent: Tuesday, September 10, 2019 4:41 PM
To: Gerull, Linda (TIS) <linda.gerull@sfgov.org>
Subject: RE: SOTF - Complaint Filed with the Sunshine Ordinance Task Force - File No. 19094

Dear Linda:

Any word on your response? Thanks.

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

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.

From: SOTF, (BOS)
Sent: Tuesday, September 3, 2019 4:23 PM
To: Gerull, Linda (TIS) <linda.gerull@sfgov.org>
Subject: RE: SOTF - Complaint Filed with the Sunshine Ordinance Task Force - File No. 19094

Linda, Thank you for your input and update.

From: Gerull, Linda (TIS) <linda.gerull@sfgov.org>
Sent: Tuesday, September 3, 2019 2:43 PM
To: Leger, Cheryl (BOS) <cheryl.leger@sfgov.org>
Cc: GUTIERREZ, MARGARITA (CAT) <Margarita.Gutierrez@sfcityatty.org>; Licudine-Barker, Arlene (TIS) <arlene.licudine-barker@sfgov.org>; D'Amato, Nina (TIS) <nina.damato@sfgov.org>
Subject: RE: SOTF - Complaint Filed with the Sunshine Ordinance Task Force - File No. 19094

Hello Cheryl,

Thank you for passing along the complaint. Please know that the Department of Technology DID NOT receive any public records request from Muckrock so we will respond accordingly.

Margarita will be coordinating the DT response with the response from the CA.

Please let me know if you have any questions,

Regards,
Linda

Linda J. Gerull
City CIO
Executive Director | Department of Technology
City and County of San Francisco

628.652.5182 | linda.gerull@sfgov.org
[@SFCityCIO](https://twitter.com/SFCityCIO) | sfgov.org/dt



SAN FRANCISCO
DEPARTMENT OF
TECHNOLOGY

From: SOTF, (BOS) <sotf@sfgov.org>
Sent: Tuesday, September 3, 2019 11:00 AM
To: Gerull, Linda (TIS) <linda.gerull@sfgov.org>; D'Amato, Nina (TIS) <nina.damato@sfgov.org>
Cc: 79182-05441065@requests.muckrock.com
Subject: SOTF - Complaint Filed with the Sunshine Ordinance Task Force - File No. 19094

Good Morning:

Linda Gerull and the Department of Technology have been named as Respondents 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.

< Request #19-3663 >

CLOSED

SB 272 / Gov Code 6270.5

San Francisco City Attorney
PRA Office
Room 234
1 Doctor Carlton B Goodlett Place
SF, CA 94102
August 28, 2019
[+ Read more](#)

Received September 6, 2019 via email

Departments Dept of Technology

Documents

[SF Inventory of Citywide Enterprise Systems of Records \(Gov Code 6270.5\).pdf](#)

Staff

Point of Contact
Arlene Licudine-Barker



Document(s) Released Public
SF Inventory of Citywide Enterprise Systems of Records (Gov Code 6270.5).pdf
September 11, 2019, 8:07am

Request Published Public
September 11, 2019, 8:00am

Document(s) Released to Requester Public
SF Inventory of Citywide Enterprise Systems of Records (Gov Code 6270.5).pdf
September 11, 2019, 7:58am

Document(s) Released to Requester Public
SF Inventory of Citywide Enterprise Systems of Records (Gov Code 6270.5).pdf
September 11, 2019, 7:58am

Document(s) Released Public
Inventory_of_citywide_enterprise_systems_of_record SF (version 1).pdf
September 10, 2019, 10:27am

Document(s) Released to Requester Public
Inventory_of_citywide_enterprise_systems_of_record SF.pdf
September 6, 2019, 4:04pm

Document(s) Released to Requester Public
DTSite_PublicRecordsRequest_link_PIC.PNG
September 6, 2019, 4:03pm

Request Closed [Hide](#) Public

Date: September 6, 2019
Dear Sir/Madam,
We now in receipt of your Immediate Disclosure Request today, September 6, 2019. We were able to locate your emailed request that was sent to mailbox dts.helpdesk@sfgov.org. We had difficulty finding your email because it contained special characters that were picked up by our email filters as potential malware and it was not delivered to the service desk email account. Our [website](#) clearly shows how to submit a request to the request system. Please see attached picture of where you may find the link to "How to submit a public records request" from our website. In the future please use the records request system to submit a request and ensure we are able to respond to your request in the shortest time possible. The following is the direct link to the system. <https://sanfrancisco.nextrequest.com>

In response to your request, the following two (2) links and PDF attachment are provided.
1. <https://index.sfgov.org/> - The City and County of San Francisco's Index to Records is made available to assist the public with access to City records. This is in accordance with the Sunshine Ordinance. Ratified on:11/15/2018 4:08:07 PM
2. <https://data.sfgov.org/City-Management-and-Ethics/Inventory-of-citywide-enterprise-systems-of-record/ebux-gcnq> - In compliance with CA Government Code 6270.5 (passed via SB 272), the City must publish a catalog of enterprise systems that collect data about the public. There are certain exceptions to this detailed in the Government Code. The code is available here: <http://bit.ly/CAInventory>. Updated September 5, 2019. The attached file is the PDF file for the system list.

This concludes your public records request.

Sincerely,

Arlene Licudine

Custodian of Records
Department of Technology
September 6, 2019, 4:02pm

Department Assignment Public
Dept of Technology
September 6, 2019, 3:50pm

Request Opened Public
Request received via email
September 6, 2019, 3:50pm

Leger, Cheryl (BOS)

From: Gerull, Linda (TIS)
Sent: Tuesday, September 3, 2019 2:43 PM
To: Leger, Cheryl (BOS)
Cc: GUTIERREZ, MARGARITA (CAT); Licudine-Barker, Arlene (TIS); D'Amato, Nina (TIS)
Subject: RE: SOTF - Complaint Filed with the Sunshine Ordinance Task Force - File No. 19094

Hello Cheryl,

Thank you for passing along the complaint. Please know that the Department of Technology DID NOT receive any public records request from Muckrock so we will respond accordingly.

Margarita will be coordinating the DT response with the response from the CA.

Please let me know if you have any questions,

Regards,
Linda

Linda J. Gerull
City CIO
Executive Director | Department of Technology
City and County of San Francisco

628.652.5182 | linda.gerull@sfgov.org
[@SFCityCIO](https://twitter.com/SFCityCIO) | [sfgov.org/dt](https://www.sfgov.org/dt)



SAN FRANCISCO
DEPARTMENT OF
TECHNOLOGY

From: SOTF, (BOS) <sotf@sfgov.org>
Sent: Tuesday, September 3, 2019 11:00 AM
To: Gerull, Linda (TIS) <linda.gerull@sfgov.org>; D'Amato, Nina (TIS) <nina.damato@sfgov.org>
Cc: 79182-05441065@requests.muckrock.com
Subject: SOTF - Complaint Filed with the Sunshine Ordinance Task Force - File No. 19094

Good Morning:

Linda Gerull and the Department of Technology have been named as Respondents 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.

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Inventory of Citywide Enterprise Systems of Records
In compliance with CA Government Code 6270.5 (passed via SB 272)

ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
311-0001-S	311	311-CMS	To measure calls offered, calls answered, service levels, avg speed of call, % of calls transferred, etc.	311 Call metrics recorded on the AVAYA Call Management System (CMS)	AVAYA	AVAYA Call Management System	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
311-0002-S	311	311-EMAPP (Engagement Management App)	To record, transmit, and store service requests, photos, agency responses, case resolution notes, etc.	Holds all service request data	Verint	Verint	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
311-0005-S	311	311 - Business Intelligence	To pull reports of cases by category, agency, location, description, and/or date, for city departments or external users.	All case data, all categories	Verint	Verint	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
311-0006-S	311	311 - Squiz Matrix	To store information on government services, city departments' websites and web content, and temporary events.	Knowledge base articles, web site articles	Verint	Verint	Continuous	Continuous	Level 2 - Internal Use	Level 1 - Public
ADP-0001-S	Adult Probation	CTAG	APD's management and operational system	APD's Case Management System (CMS) - contains criminal justice information on all clients and cases that come through APD, including Pre-Sentence Investigation cases and all supervision cases (i.e., probation, mandatory supervision, and PRCS, and Proposition 63 cases. This database contains the following information: criminal justice individual identifiers, demographics, legal case history, supervision case management notes, drug testing and registration information, and other relevant criminal history information on individuals referred by the court to APD. APD's CMS runs on an Oracle Database platform.	Syscon	COTS	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
ADP-0002-S	Adult Probation	COMPAS	APD's risk and needs assessment system	Client risk and needs assessment data	northpointe, Inc.	COTS	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
ADP-0004-S	Adult Probation	Ankle Bracelet Monitoring	ADP's electronic monitoring tracking system	Vendor-provided system used to track movement of clients on Electronic Monitoring.	Leaders in Community Alternatives	COTS	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
ADP-0011-S	Adult Probation	Reentry Pod Database	Database for tracking clients in the jail Reentry Pod	Vendor-created access database used to track clients in the Reentry Pod in County Jail.	Gary Koenig	MS Access	Continuous	Weekly	Level 4 - Protected	Level 4 - Protected
ADP-0014-S	Adult Probation	LCA Database	Database for tracking clients referred to the Community Assessment Services Center (CASC).	Referrals to the Community Assessment and Services Center (CASC)	Microsoft	MS Access	Continuous	Monthly	Level 4 - Protected	Level 4 - Protected

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Inventory of Citywide Enterprise Systems of Records
In compliance with CA Government Code 6270.5 (passed via SB 272)

ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
AIR-0004-S	Airport	APS - Aircraft Parking System	To track airline aircraft parking activities.	APS enables Airfield Operations and Ramp Tower personnel to manage the aircraft parking lifecycle from initial reservation through approval for billing.	Homegrown	Oracle 11G	Daily	Daily	Level 1 - Public	Level 1 - Public
AIR-0011-S	Airport	PARCS - Parking Management System	To manage parking usage and payments	PARCS manages all SFO parking garages, tracking entrances and exits and collecting parking fees.	S&B	COTS	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
AIR-0015-S	Airport	Airport Museum Exhibits	To track records of exhibits.	This database stores information about SFO Museum collections and all past, current, and future museum exhibits.	Apple/FileMaker	FileMaker Pro	Daily	Daily	Level 2 - Internal Use	Level 1 - Public
AIR-0018-S	Airport	Noise Abatement System	To track aircraft noise testing results and noise complaints	The Noise Abatement System measures and tracks aircraft noise and complaints	.BridgeTech	Oracle	Daily	Daily	Level 1 - Public	Level 1 - Public
AIR-0019-S	Airport	SFO Construction	To publish construction contracts and standards.	Drupal website listing how to do business with the Airport	Homegrown	MySQL	Daily	Daily	Level 1 - Public	Level 1 - Public
AIR-0020-S	Airport	GMS - Gate Management System	To allocate gates and stands to airlines	System that manages gate assignments -- also called RMS - Resource Management System	ARINC	MSSQL Server	Daily	Daily	Level 1 - Public	Level 1 - Public
AIR-0021-S	Airport	PMBS - Property Management and Billing System - Air Traffic	To track airtraffic activities for billing purposes.	PMBS is an Airport-wide revenue management system that tracks the full lifecycle of agreements to billing including revenue activities of a wide varieties. PMBS Air Traffic module record montly air traffic statistics	GCR Inc.	Oracle and Dot Net	Daily	Daily	Level 2 - Internal Use	Level 1 - Public
AIR-0022-S	Airport	PMBS - Property Management and Billing System (Utility)	To track utility consumption for billing purposes.	PMBS is an Airport-wide revenue management system that tracks the full lifecycle of agreements to billing including revenue activities of a wide varieties. PMBS Utility Module records monthly utility consumption by tenants and billing.	GCR Inc.	Oracle and Dot Net	Daily	Daily	Level 2 - Internal Use	Level 1 - Public
AIR-0023-S	Airport	Customer Survey	To collect passenger feedback to the airport	Airport customer survey conducted through ASQ	ASQ	External	Quarterly	Quarterly	Level 1 - Public	Level 1 - Public
AIR-0028-S	Airport	GTMS (Ground Transportation Management System)	To manage ground transportation activities.	This is SFO's second generation system to manage commercial vehicle permits, trips, and billing. GTMS will replace the existing GTU systems	IBI Group	SQL Server	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
AIR-0032-S	Airport	Custodial Shift Management System	To manage custodial shifts.	This database stores and manages custodial staff shift rotation and timesheets	Homegrown	MS Access	Daily	Daily	Level 3 - Sensitive	Level 2 - Internal Use

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Inventory of Citywide Enterprise Systems of Records
In compliance with CA Government Code 6270.5 (passed via SB 272)

ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
AIR-0035-S	Airport	Shared Ride Vans	To help guests find share rides by provider/time/destination.	The Airports new shared-ride van permit states that customers will be provided Shared Ride Van Availability (SRV) information on the Display monitor at the lower level information booths. The data is used to track SRV availability by provider/destination/time.	Homegrown	Oracle	Daily	Daily	Level 1 - Public	Level 1 - Public
AIR-0036-S	Airport	Ground Support Equipment Inspection Program (GSESIP)	To record inspection results of ground equipment on the airfield and to issue fines where violations occur.	The goal of the program is to increase overall safety awareness by eliminating preventable accidents and/or injuries related to GSE driving and maintenance. Auto-shop conducts random and scheduled inspections on the GSE's to ensure they meet programs standards. The inspection data is used to generate a scorecard for GSE providers as well as various other reports.	Cloud Solution (www.fieldid.com)	HTML Admin Site (Desktop), IOS Mobile App.	Daily	Daily	Level 3 - Sensitive	Level 3 - Sensitive
AIR-0038-S	Airport	Zendesk	To track customer feedback and comments, and to coordinate responses from airport and airlines.	SFO customers submit complaints, compliments, questions and suggestions. SFO staff provide feedback.	Zendesk	Data available through Zendesk core api	Daily	Daily	Level 2 - Internal Use	Level 1 - Public
AIR-0039-S	Airport	Day Permit System	To allow ground transportation companies to apply temporary operating permits at SFO.	This is a system that allows charter ground operators (Shuttles, vans and buses) to apply for a temporary operating permit at the airport. The system also allows GTU to keep track of operators who have registered in the system and validate the day permits. Simultaneously, the system also governs business rules associated to a Special Event, i.e. Super Bowl. The new version of the system will include automated payments for operators via Authorize.net payment gateway.	Homegrown	Oracle	Daily	Daily	Level 2 - Internal Use	Level 1 - Public
AIR-0040-S	Airport	Job Applicant Tracking System (iCIMS)	To provide job fulfillment services to airport tenants	This is a SaaS application that allows airport tenants to post job announcements, receive applications, and track fulfillment processes. Job seekers can also check the statuses of their applications	iCIMS	SaaS	Continuous	Daily	Level 3 - Sensitive	Level 1 - Public
	Airport	Passenger Processing System (PPS)	To manage flight operations	This is a newly implemented system that will eventually replace AODB. It manages flight schedule updates, gate assignment, and baggage belt assignment.	SITA	MS SQL Server	Continuous	Daily	Level 2 - Internal Use	Level 1 - Public

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Inventory of Citywide Enterprise Systems of Records
In compliance with CA Government Code 6270.5 (passed via SB 272)

ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
ART-0015-S	Arts Commission	GoGrants	Tracking grants applications and awards	Captures all information submitted through the agency's grants applications, scoring and notes from panelists and details about the awards. Data is exported and imported into Filemaker on an annual basis. System is going away after this fiscal year to be replaced by a grants management system built on Salesforce platform.	WESTAF	MS Excel	Annually	Annually		
ART-0016-S	Arts Commission	QuickBooks	Tracking financial information from public arts projects	Captures information about the budget, contract with artists, and admin expenses.	QuickBooks	Mixed	Continuous	Continuous		
ART-0001-S	Arts Commission	Filemaker	Tracking system for historical Grants related information	Most of our grants affiliated data is kept in our Filemaker relational database. It includes: panels, applications, and grant awards, as well as individual contact information	Apple/FileMaker	FileMaker Pro 10	Continuous	Continuous	Level 1 - Public	Level 1 - Public
ART-0002-S	Arts Commission	EmbARK	Management system for agency's art collection	A museum collections management systems that holds the city's civic art collection catalogue	EmbARK	EmbARK	Continuous	Continuous	Level 4 - Protected	Level 1 - Public
ART-0005-S	Arts Commission	Slideroom	Project application system for public art projects	Online program for application tracking for Arts Commissions applicant programs	Slideroom	Slideroom	Monthly	Monthly		
ART-0010-S	Arts Commission	Constant Contact	Contact management system for agency newsletter and event announcements and contact data.	Online program keeps contact data, e-newsletter stats, etc.	Constant Contact	Constant Contact	Continuous	Continuous		
ART-0014-S	Arts Commission	Next Request	Tracking the agency's public record request	Captures the request, all communication related to the request and the results fo the result minus any personal information not subjected to sunshine ordinance	NextRequest	Mixed	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
AAM-0001-S	Asian Art Museum	Museum Attendance & Impact	Track data to assess museum's onsite attendance.	Attendance: paid, free, visitors to cafe & store only, school groups. Potentially will begin including rental and special events.	Microsoft	MS Excel	Daily	Monthly	Level 3 - Sensitive	Level 3 - Sensitive
ASR-0001-S	Assessor-Recorder	AS400	AS400 contains all of the property information for all 208,000 parcels in San Francisco. This system is used daily by our real estate appraisers to track property characteristics, value, and notes related to each individual parcel.	Contains the property information for all 210,000 parcels in the City & County of San Francisco. Including in database: property characteristics, transaction event date, current & historical property value.	EZ Access (Hamer)	IBM DB2	daily	daily	Level 4 - Protected	Level 1 - Public

P1153

Inventory of Citywide Enterprise Systems of Records
In compliance with CA Government Code 6270.5 (passed via SB 272)

ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
ASR-0002-S	Assessor-Recorder	CRIS	CRIS contains documents recorded with the Office of the Assessor-Recorder and made part of the public record. The documents recorded are related to properties in San Francisco and are made public for access.	CRIS stands for Clerk-Recorder Imaging Information System. For the purposes of ASR, this data base provides access to public records for county government.	CRIS (Southtech)	CRIS	daily	daily	Level 4 - Protected	Level 1 - Public
PAB-0001-S	Board of Appeals	Appeal Management Database	Used to process, track and report on appeals.	Appeals and Jurisdiction data filed with the Board	Microsoft	MS SQL Server	Continuous	Continuous	Level 2 - Internal Use	Level 1 - Public
BOS-0001-S	Board of Supervisors	Legistar		Clerk of the Board's legislative data	Granicus	COTS	Continuous	Continuous	Level 1 - Public	Level 1 - Public
BOS-0002-S	Board of Supervisors	Insite		InSite, or the Legislative Research Center (LRC), is the public access module of the program that makes Legistar data available on the Internet.	Granicus	COTS	Continuous	Continuous	Level 1 - Public	Level 1 - Public
BOS-0004-S	Board of Supervisors	Legislative Archival Files		Contains some pre-Legistar, digital archives of Board and Commission meeting information (Journals/Minutes, Ordinances, Resolutions, Motions, Municipal reports, etc.) which is also available on the virtual server provisioned by DT.	BOS	Scanned Documents, MS Server	Continuous	Continuous		
BOS-0005-S	Board of Supervisors	Legislative Archival Files		Contains legislative archives of Board and Commission meeting information (Agendas, Journals/Minutes, Ordinances, Resolutions, Motions, Municipal reports, etc.) and audio/video media files of meetings	BOS	Video, MS Server	Continuous	Continuous		
BOS-0006-S	Board of Supervisors	AAB System		Assessment Appeals Board (AAB) database of Assessment Appeal Applications and hearing information.	Microsoft	MS SQL Server	Continuous	Continuous	Level 1 - Public	Level 1 - Public
DBI-0001-S	Building Inspection	Permit Tracking System (PTS)	Permit tracking	Transactions relating to the Department of Building Inspection's permitting processes.	Oracle	Oracle	Daily	Daily	Level 1 - Public	Level 1 - Public
DBI-0003-S	Building Inspection	PPTS	Permit and entitlement tracking	Shared system between Planning and DBI hosted by third-party vendor, Accela, not yet operational for DBI	Accela	Accela Land Management	Daily	Daily	Level 1 - Public	Level 1 - Public

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Inventory of Citywide Enterprise Systems of Records
 In compliance with CA Government Code 6270.5 (passed via SB 272)

ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
CFC-0001-S	Children and Families Commission	Contract Management System (CMS)	Cityspan's CMS system enables the department to collect and compile key financial, statistical, and narrative information on funded programs and initiatives.	CMS is a comprehensive, web-based grants management database designed by Cityspan, Inc. The system houses several types of data related to our funded programs and the services they administer. Programs enter details on their overall budget and monthly expenditures as well as details related to their funded scope of work, including performance targets which are tracked and reported on quarterly. For a large portion of our funded programs, the system also collects data on services and activities, participants and activity attendance.	CitySpan	MS SQL Server	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
CFC-0003-S	Children and Families Commission	Web-based Early Learning System (WELS)	WELS is designed to support quality rating and improvement work for early childhood education centers and other educational settings.	WELS is a cloud-based computing system that allows import and export of data from multiple sources. It holds and organizes multiple early care and education site level data components, such as teacher education and credentials, staff training and professional development experiences, classroom environmental assessments, classroom instructional assessments, adult/child ratios, curricula information, and family engagement activities. Information is then utilized to generate quality rating scores, site work plans, and quality improvement statistics.	Blue Jean Ware	WELS	Continuous	Continuous	Level 4 - Protected	Level 1 - Public
CHF-0001-S	Children, Youth & Their Families	Contract Management System (CMS)	System for managing grantee workplans, invoices, and program activity data.	Data submitted by DCYF grantees	CitySpan	Web Application	Continuous	Continuous	Level 4 - Protected	Level 1 - Public

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Inventory of Citywide Enterprise Systems of Records
In compliance with CA Government Code 6270.5 (passed via SB 272)

PT 156

ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
CHF-0002-S	Children, Youth & Their Families	Youth survey data	Youth survey data is collected from youth participants attending DCYF-funded activities. Data collected includes participant rankings of quality and service from programmatic domains such as Youth Development, Promoting Diversity Equity and Inclusion, Program Environment and Safety, Linkages with the School Day, and Intentional Skill Building. Demographic details about the youth are also collected through the survey.	Data collected via annual youth survey	Microsoft/SurveyMonkey	MS Excel	Yearly	Yearly	Level 4 - Protected	Level 4 - Protected
	Children, Youth & Their Families	YPQA Results	Assessments of youth program quality according to YPQA structured areas are entered into YPQA database to support ongoing performance review and improvement.	Ratings of program quality structured according to YPQA quality categories	Weikart Center for Youth Program Quality	.csv downloads	Continuous	Continuous	Level 2 - Internal Use	Level 1 - Public
CAT-0001-S	City Attorney	CityLaw Claims Management module	Record Government Code claims filed with the City.	Records Government Code claims filed with the City	Cycom Data Systems	CityLaw	As Needed	As Needed	Level 4 - Protected	Level 1 - Public
CAT-0002-S	City Attorney	CityLaw Collection Management module	Record collection process information to collect costs for damage to City property.	Records collection matters pursued by the City	Cycom Data Systems	CityLaw	As Needed	As Needed	Level 4 - Protected	Level 1 - Public
CAT-0003-S	City Attorney	CityLaw Litigation Management module	Record civil lawsuits filed against the City.	Records lawsuits filed by and against the City	Cycom Data Systems	CityLaw	As Needed	As Needed	Level 5 - Restricted	Level 1 - Public
CII-0001-S	Community Investment and Infrastructure	Resolution Index database	Commission and Oversight Board approval for action to be conducted	Commissions and Oversight Board's meetings data: Agenda, Minute, Memo and Resolution. Year:1948-Current. Size: 15,788 records	Microsoft	MS SQL Server	As Needed	As Needed	Level 1 - Public	Level 1 - Public
CII-0002-S	Community Investment and Infrastructure	Forward Calendar	Tentative items to be presented before Commission and Oversight Board.	Incoming Commissions and Oversight Board meeting items. Year: 2000-Current	Microsoft	MS Access	As Needed	As Needed	Level 1 - Public	Level 1 - Public
CII-0003-S	Community Investment and Infrastructure	Correspondence Log database	Incoming & Outgoing Correspondence	Agency's correspondences. Year: 1973-Current. Size:118,523 records	Microsoft	MS SQL Server	As Needed	As Needed	Level 1 - Public	Level 1 - Public
CII-0004-S	Community Investment and Infrastructure	Document Tracking and Contract database	Documents to be prepared for contracts	Agency's contracts	Microsoft	MS Access	As Needed	As Needed	Level 1 - Public	Level 1 - Public
CII-0005-S	Community Investment and Infrastructure	Account Payable database	Payment records	Agency's transaction checks and wires. Year: 2004-Current	Microsoft	MS Access	As Needed	As Needed	Level 1 - Public	Level 1 - Public

Inventory of Citywide Enterprise Systems of Records
In compliance with CA Government Code 6270.5 (passed via SB 272)

ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
CII-0006-S	Community Investment and Infrastructure	Bond database	Resource Funds issued thru bonds	Agency's issued bonds. Year: 2004-Current, older year in the processed.	Microsoft	MS Access	As Needed	As Needed	Level 1 - Public	Level 1 - Public
CON-0001-S	Controller	Financial Reporting (EIS)	Financial reporting system	Significant portions of the data in the City's FAMIS accounting and purchasing system are transformed and loaded nightly to an Oracle database and used as the source for an IBM/Cognos reporting system. This system is used for legacy (FY2017 and prior) financial reporting.	Multiple	Oracle Database 11g; Informatica 9.1; IBM/Cognos 10.2	Not updated (historical only)	Not updated (historical only)	Level 3 - Sensitive	Level 1 - Public
CON-0002-S	Controller	Budget Preparation	Budget preparation system	Budget Preparation data is entered by departments into an IBM/Cognos based system.	Multiple	Oracle Database 11g; Informatica 9.1; IBM/Cognos 10.2	Daily	Daily	Level 1 - Public	Level 1 - Public
CON-0003-S	Controller	Performance Measurement	Performance measurement data entry system	Performance Measurement data is entered by departments into an IBM/Cognos based system.	Multiple	Oracle Database 11g; Informatica 9.1; IBM/Cognos 10.2	Daily	Daily	Level 1 - Public	Level 1 - Public
CON-0005-S	Controller	City Survey Results	Database of responses to surveys evaluating City services and other community issues	Biennial study of residents' perceptions of the quality of select City services and other community issues.	Microsoft	MS Excel	Yearly	Yearly	Level 1 - Public	Level 1 - Public
CON-0006-S	Controller	Parks	Database of City park maintenance standards and compliance inspection results	Maintenance standards for parks and schedules and inspect for compliance since July 2004.	Microsoft	MS Access	Yearly	Yearly	Level 1 - Public	Level 1 - Public
CON-0007-S	Controller	Streets & Sidewalks	Database of City street and sidewalk maintenance standards and compliance inspection results	Maintenance standards for streets and sidewalks and schedules and inspect for compliance since July 2004. This data file consolidates street and sidewalk inspection results FY07-FY11.	Microsoft	MS Excel	Monthly	Monthly	Level 1 - Public	Level 1 - Public
CON-0008-S	Controller	F&P Reports and Analytics	Financial reporting and analytics system	Significant portions of the data in the City's PeopleSoft ERP system are transformed and loaded nightly to an Oracle database and used as the source for an Oracle Business Intelligence Enterprise Edition reporting system. This system is used for current (FY2018 and beyond) financial reporting.	Oracle	Oracle Database 11g, Oracle Data Integrator 11g, Oracle Business Intelligence Enterprise Edition 12c	Daily	Daily	Level 3 - Sensitive	Level 1 - Public

Inventory of Citywide Enterprise Systems of Records
In compliance with CA Government Code 6270.5 (passed via SB 272)

ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
CON-0009-S	Controller	Regression data for Inclusionary Housing Simulation Model	Housing development research	In order to understand how higher inclusionary housing requirements affects the feasibility of new market-rate housing development, the Controller's Office contracted with Blue Sky Consulting Group to statistically model the factors that affect the probability of housing development in San Francisco. This data underlies the model reported in our preliminary report. An overview of the statistical analysis is provided in main section of the report, with more details provided in the Appendix.	Microsoft	MS Excel	Not updated (historical only)	Not updated (historical only)	Level 1 - Public	Level 1 - Public
OCC-0001-S	Department of Police Accountability	Case/Supervisor Tracking and Investigator Case Browser Systems		Data about all complainants, officers, allegations, events/deadlines, findings, outcomes etc. within cases.	Microsoft	MS Access	As Needed	As Needed		
DAT-0002-S	District Attorney	DAMION	Primary case management system for the San Francisco District Attorney's Office, including criminal case processing, juvenile case processing, victim services, and district attorney investigations.	Case management system.	Courtview Justice Solutions	Courtview Justice Solutions	As Needed	As Needed	Level 4 - Protected	Level 3 - Sensitive
ECN-0001-S	Economic & Workforce Development	WorkforceCentral (WFC)	Data collection system that tracks information about participants activities and outcomes.	WFC is a relational database, which contains inform	AJWI	COTS	Continuous	Continuous	Level 4 - Protected	Level 3 - Sensitive
ECN-0002-S	Economic & Workforce Development	GMS	Tracks information about participants and their activities within Community Development Block Grant (CDBG) funded Workforce and Economic Development programs.	Tracks information about participants and their activities within Community Development Block Grant (CDBG) funded Workforce and Economic Development programs.	CitySpan	Grant Management System (GMS)	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
ECN-0003-S	Economic & Workforce Development	CityBuild Data System (under migration)	Tracking client projects and contact data.	Contains information used by the CityBuild compliance and Employment Networking Services teams to ensure compliance with San Francisco construction workforce policies.	TBD	CityBuild Data System	Continuous	Continuous	Level 4 - Protected	Level 3 - Sensitive
ECN-0006-S	Economic & Workforce Development	CPMC Tracking	Tracks information about participants referred to and hired by CPMC	Staff and provider partners track compliance information for CPMC in a spreadsheet.	Microsoft	MS Excel	Continuous	Monthly	Level 3 - Sensitive	Level 3 - Sensitive

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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
ECN-0007-S	Economic & Workforce Development	Business Services Job Listings	To assist employers and inform service providers about current job opportunities that are available.	The business services team collect and share information about job opportunities and first source job listings.	Microsoft	MS Excel	Continuous	Weekly	Level 1 - Public	Level 1 - Public
ECN-0008-S	Economic & Workforce Development	Business Services WARN notices	To assist employers and former employees with workforce related services	The business services team tracks WARN notices (notices about layoffs) and services provided to affected employees.	Microsoft	MS Excel	Continuous	Weekly	Level 1 - Public	Level 1 - Public
ECN-0009-S	Economic & Workforce Development	Total Grant Solutions (TGS)	Total Grant Solutions provides our procurement and financial grant management software.	Total Grant Solutions provides our grant management software.	Tekmecca	Total Grant Solutions	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
ECN-0010-S	Economic & Workforce Development	Employment Training Panel	Track student training work hours and wages.	Outside Vendor Uses ETP Online Class/Lab Tracking System to upload/enter attendance and placement data	Microsoft	MS Excel	Quarterly	Quarterly	Level 4 - Protected	Level 4 - Protected
ECN-0011-S	Economic & Workforce Development	Jobs Portal	Matching job seekers to employers through providers; First Source tracking	Providers, job seekers, employers, and Business Services are all involved in job matching.	Launchpad (Salesforce platform)	Jobs Portal	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
REG-0001-S	Elections	EIMS	Maintains voter registration, precincts, districts, poll workers, and ballot information.	Election Information Management System.	DFM	MS SQL Server	As Needed	As Needed	Level 4 - Protected	Level 1 - Public
REG-0002-S	Elections	WinEDS	Tabulates election results and generates reports.	Vote Tabulation System. Election Results.	Dominion	MS SQL Server	As Needed	As Needed	Level 1 - Public	Level 1 - Public
REG-0003-S	Elections	IRIS	Tracks incidents reported to the Election Center on election day and coordinates response.	Election Day Incident Reporting Information System.	n/a	MS SQL Server	As Needed	As Needed	Level 1 - Public	Level 1 - Public
REG-0004-S	Elections	Outreach DB	Tracks community organizations, events, staff, and materials.	Database of community contacts and outreach presentation scheduling system	n/a	MS SQL Server	As Needed	As Needed	Level 1 - Public	Level 1 - Public
REG-0006-S	Elections	Ballot Tracking DB	Tracks all vote-by-mail and provisional ballots through tabulation process, including sorting, extraction, qc, tabulation, and exceptions	Tracks all vote-by-mail and provisional ballots through tabulation process, including sorting, extraction, qc, tabulation, and exceptions	n/a	MySQL	As Needed	As Needed	Level 1 - Public	Level 1 - Public
REG-0007-S	Elections	RFID Equipment Inventory	Tracks all voting machines and equipment stored at the department's warehouse	Tracks all voting machines and equipment stored at the department's warehouse.	n/a	MS SQL Server	As Needed	As Needed	Level 1 - Public	Level 1 - Public
ENV-0004-S	Environment	Pesticide Use Reporting Database (PURS)	Comply with Environment Code Chapter 3.	Pesticide Use Reporting Database (PURS) is a record of all pesticide products used on San Francisco properties (City-owned properties).	Microsoft	MS SQL Server	Monthly	Yearly	Level 1 - Public	Level 1 - Public
ENV-0005-S	Environment	SF Energy Watch CRM	SF Energy Watch, an energy efficiency incentive program, stores records of past and potential participants in a single customized database.	Records of past and potential SF Energy Watch participants in a customized database.	SugarCRM	Sugar Professional CRM	Daily	Daily	Level 4 - Protected	Level 1 - Public

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ENV-0008-S	Environment	Salesforce and US DOE Standard Energy Efficiency Data Platform	Owners of commercial buildings 10,000 sq ft and larger are required to annually report energy benchmarking data, and obtain an energy audit once every 5 years.	Dataset consists of status of compliance with Environment Code Ch 20, and data disclosed to SF Environment in the course of compliance.	Salesforce	Salesforce CRM	Annually	As needed	Level 3 - Sensitive	Level 1 - Public
ENV-0009-S	Environment	Department of Environment GHG Inventory Database	The Department of Environment Greenhouse Gas (GHG) Inventory Database stores both San Francisco's Community-wide and Municipal GHG inventories	Consumption of fuels and greenhouse gases emitted annually for trending over time.	Microsoft	Excel PowerQuery	Annually	As needed	Level 1 - Public	Level 1 - Public
ENV-0010-S	Environment	Recognized Healthy Nail Salons in San Francisco	Maintain a list of recognized Healthy Nail Salons in San Francisco.	Name of business, contact information.	Microsoft	Excel	As needed	As needed	Level 1 - Public	Level 1 - Public
ETH-0001-S	Ethics Commission	Netfile	Electronic filing/document management/public access system for ethics disclosures	Netfile is a cloud hosted SAAS system to store forms and transactions for campaign finance, lobbyist, conflict of interest, and campaign consultant regulation.	Netfile	MS Excel Download; API Access	Daily	Daily	Level 3 - Sensitive	Level 1 - Public
ETH-0002-S	Ethics Commission	Shared Drive	Document storage system for Ethics Commission work-product	Additional datasets are available in Excel/CSV spreadsheets, some of which are synced up to DataSF via Datasync. This includes campaign consultant data, contractors doing business with the city data, enforcement summaries, non-filer lists, public financing disbursements, IEC monitoring, VEC monitoring, and a list of campaign committees	Microsoft	MS Excel; CSV	As Needed	As Needed	Level 1 - Public	Level 1 - Public
ETH-0003-S	Ethics Commission	Ethics Commission Sharepoint	Document storage system for Ethics Commission work-product	The Ethics Commission is slowly moving towards SharePoint as a replacement for the Shared Drive as a repository of documents.	Microsoft	Sharepoint	As Needed	As Needed	Level 1 - Public	Level 1 - Public
ETH-0004-S	Ethics Commission	Ethics Commission Azure	Public facing storage of forms created through DocuSign	Documents created using DocuSign are copied to Azure automatically and made publicly available as PDFs.	Microsoft	Azure file storage	As needed	As needed	Level 1 - Public	Level 1 - Public
FLM-0001-S	Film Commission	Film Permit System	Tracking all film permits processed by the San Francisco Film Commission Office.	Film Permits data	Microsoft	MS Access	Continuous	Monthly	Level 4 - Protected	Level 4 - Protected
FLM-0002-S	Film Commission	Film Locations	A collection of filming locations of famous film and television shows shot in San Francisco.	Dataset updated about every 6 months for the purpose of highlighting interesting films to the public.	Microsoft	MS Excel	Continuous	Biannually	Level 1 - Public	Level 1 - Public
	Film Commission	Film Permit System	Tracking all film permits processed by the San Francisco Film Commission Office.	Film Permits data	Microsoft	MS Access	Continuous	Monthly	Level 3 - Sensitive	Level 3 - Sensitive

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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
FAM-0001-S	Fine Arts Museums	Blackbaud		Customer Relationship Manager for Member and Doner Management	Blackbaud	Raisers Edge	Daily	Daily		
ADM-0001-S	GSA - City Administrator's Office	CCG-Project Database	Grant awards project management	A listing of projects funded by the Community Challenge Grant Program, including grant award amount, project type, supervisorial district and other finance-related fields.	Microsoft	MS Excel	Daily	Quarterly	Level 1 - Public	Level 1 - Public
ADM-0019-S	GSA - City Administrator's Office	MOD- Plan Check Database	Track ADA Plan review applications and MOD Inspections.	Required applicants for new construction or alterations to ensure City-owned/ funded projects comply with architectural access standards in the ADA	Microsoft	MS Excel	Daily	Daily	Level 3 - Sensitive	Level 3 - Sensitive
ADM-0020-S	GSA - City Administrator's Office	GFTA-Grantee Database	List of annual grantees.	Listing of grantees, award amounts, fiscal year and other variables. Used as historical reference and as grant management database.	Microsoft	MS Access	Daily	Biannually	Level 1 - Public	Level 1 - Public
ADM-0021-S	GSA - City Administrator's Office	MOD-ADA Complaint Log	Track public complaints and their resolution.	Excel spreadsheet tracks details and response and resolution deadlines for ADA complaints, service requests, and curb ramp requests	Microsoft	MS Excel	Daily	Daily	Level 4 - Protected	Level 4 - Protected
ADM-0022-S	GSA - City Administrator's Office	MOD-ADA Transition Plan	Track Citywide progress on ADA transition plan	Excel spreadsheet tracks capital plan projects	Microsoft	MS Excel	Daily	Daily	Level 1 - Public	Level 1 - Public
ADM-0027-S	GSA - City Administrator's Office	OCME-MedEx	Medical Examiner Case Management System. Will be replaced in 2018.	Database that tracks cases as they move through the department through 8/31/2018	MedEx	COTS	Daily	Daily	Level 4 - Protected	Level 3 - Sensitive
ADM-0028-S	GSA - City Administrator's Office	OCME-Subpoena log	Record of OCME subpoenas received.	Excel spreadsheet that tracks subpoenas for OCME personnel	Microsoft	MS Excel	Daily	Daily	Level 4 - Protected	Level 3 - Sensitive
ADM-0029-S	GSA - City Administrator's Office	OCME-Legal Interaction log	Record of OCME staff participation in legal interactions.	Excel spreadsheet that tracks OCME consultation and court time	Microsoft	MS Excel	Daily	Daily	Level 3 - Sensitive	Level 3 - Sensitive
ADM-0030-S	GSA - City Administrator's Office	ACC-Chameleon	Animal managed system used by ACC	Relational database that tracks the animals and people served by ACC.	Chameleon	COTS	Continuous	Continuous	Level 4 - Protected	Level 2 - Internal Use
ADM-0031-S	GSA - City Administrator's Office	CS-Fleet Focus (Asset Works)	Automotive management system	Collects acquisition, servicing, mileage, fueling, shop expenses, departmental billing, historical costs, and fleet inventory data.	Microsoft	MS Access	Continuous	Continuous	Level 2 - Internal Use	Level 2 - Internal Use
ADM-0032-S	GSA - City Administrator's Office	CS-TRAK	Fuel dispensing audit system	Fuel dispensing transactions including vehicle, mileage, fuel type, and fuel quantity at 3 City-operated fuel stations.	Microsoft	MS Access	Continuous	Continuous	Level 1 - Public	Level 1 - Public

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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
ADM-0033-S	GSA - City Administrator's Office	CD-Vehicles.mdb	Temporary "draft" Excel spreadsheets used to generate budgets or entries in CCSF systems of records	Work space includes multiple tables for vehicles, departments, accounts, contacts, etc to examine, analyze, and report out.	Microsoft	MS Access	Continuous	Continuous	Level 2 - Internal Use	Level 2 - Internal Use
ADM-0034-S	GSA - City Administrator's Office	FYxx Exp & Recov Workbook.xls	Temporary "draft" Excel spreadsheets used to generate budgets or entries in CCSF systems of records	Work space to manage the budget, collecting monthly expenditures by subobject and recoveries by department, and projecting full-year balances	Microsoft	MS Excel	Monthly	Monthly	Level 2 - Internal Use	Level 2 - Internal Use
ADM-0035-S	GSA - City Administrator's Office	CS-Fuel Purchase Logsheet FYxx.xls	Temporary "draft" Excel spreadsheets used to generate budgets or entries in CCSF systems of records	Collects info on all incoming fuel deliveries	Microsoft	MS Excel	Daily	Monthly	Level 2 - Internal Use	Level 1 - Public
ADM-0038-S	GSA - City Administrator's Office	SF/ARTS-Website and Mobile App	Entertainment listings of San Francisco Bay Area	Responsive online and mobile arts resources for comprehensive listings of San Francisco and greater Bay Area arts and cultural events including editorial content and direct links to event details.	Larson Associates	html	Daily	Daily	Level 2 - Internal Use	Level 1 - Public
ADM-0041-S	GSA - City Administrator's Office	OCA-WebProcureTM	Bid Management	Bid Management & Reporting (Pilot Project)	Perfect Commerce	COTS	Daily	Daily	Level 2 - Internal Use	Level 2 - Internal Use
ADM-0042-S	GSA - City Administrator's Office	CC-AtPac Criis	Public on-line access for County Clerk records.	Database for City/County Official Oath of Office, notary Public Oath, Marriage License and Certificate, SF Domestic Partnership Registration, Fictitious Business Name, Vital Records, Legal Document Assistant, Deputy Marriage Commissioner Oath, Process Server Registration, Professional Photocopier Registration	AtPac Criis	Criis	Continuous	Continuous	Level 4 - Protected	Level 1 - Public
ADM-0044-S	GSA - City Administrator's Office	CC-Appointment system	Public on-line access for County Clerk appointments.	Web-based booking system for City ID Card Appointment, Marriage Ceremony Appointment, Marriage License Appointment, Military Priority Wedding Appointment	Appointment Plus	Appointment Plus	Continuous	Continuous	Level 4 - Protected	Level 1 - Public
ADM-0046-S	GSA - City Administrator's Office	Capital Planning Reporting Database (CPRd)	Internal project request system.	Project request management system that is used by departments to submit projects for inclusion in the capital plan or for funding through the annual budget. The requests and related information stored within the CPRd is an integral part of the 10 year capital plan and 2 year capital budget formulation process.	CIPPlanner	MS SQL Server	Monthly	Monthly	Level 1 - Public	Level 1 - Public

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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
ADM-0050-S	GSA - City Administrator's Office	CPG-Capital Plan Spreadsheet	Departmental spreadsheet of building related capital asset planning data.	The Master Capital Plan Workbook aggregates FRRM renewal data, and CPRd enhancement data, to generate the financial tables and charts for each chapter of the Capital Plan.	Microsoft	MS Excel	Daily	Quarterly	Level 1 - Public	Level 1 - Public
ADM-0051-S	GSA - City Administrator's Office	ADM-2 yr Capital Budget Spreadsheet	Budget and Planning Department Excel spreadsheets for all GSA Dept budgets.	The Budget workbook for each FY, aggregates and formats all Capital Budget requests from CPRd.	Microsoft	MS Excel	Weekly	Biannually	Level 1 - Public	Level 1 - Public
ADM-0052-S	GSA - City Administrator's Office	R&R-Private Schools Database	Listing of SF private school seismic status	Tracking database for research on seismic safety of SF private schools buildings.	Microsoft	MS Excel	Daily	Yearly	Level 2 - Internal Use	Level 1 - Public
ADM-0053-S	GSA - City Administrator's Office	R&R-Soft Story Database	List of SF buildings at higher than average seismic risk.	Co-maintained with DBI, tracking document for compliance with the Mandatory Soft Story Retrofit Program	Microsoft	MS Excel	Daily	Yearly	Level 2 - Internal Use	Level 1 - Public
ADM-0055-S	GSA - City Administrator's Office	OLSE-MWO claim log	OLSE Case Management System	Minimum Wage Ordinance case data (excluding back wages and penalties payment tracking)	Microsoft	MS Access	Daily	Monthly	Level 4 - Protected	Level 4 - Protected
ADM-0056-S	GSA - City Administrator's Office	OLSE-Wages recovered ? MWO & PSLO	OLSE Case Management System	Wages and penalties recovered for Minimum Wage Ordinance & Paid Sick Leave Ordinance by month	Microsoft	MS Excel	Daily	Monthly	Level 4 - Protected	Level 4 - Protected
ADM-0057-S	GSA - City Administrator's Office	OLSE-PSLO case log	OLSE Case Management System	Paid Sick Leave Ordinance case data (excluding back wages and penalties payment tracking)	Microsoft	MS Excel	Daily	Monthly	Level 4 - Protected	Level 4 - Protected
ADM-0058-S	GSA - City Administrator's Office	OLSE-HCSO cases	OLSE Case Management System	Health Care Security Ordinance case data	Microsoft	MS Excel	Daily	Monthly	Level 4 - Protected	Level 4 - Protected
ADM-0059-S	GSA - City Administrator's Office	OLSE-MCO HCAO claim log	OLSE Case Management System	Minimum Compensation & Health Care Accountability Ordinance case data	Microsoft	MS Excel	Daily	Monthly	Level 4 - Protected	Level 4 - Protected
ADM-0061-S	GSA - City Administrator's Office	OCA-City Contracts database	OCA bid tracking database. Will be replaced by PeopleSoft in 7/2017	Data on bids, calendar for prebid/precon meetings	Microsoft	MS Outlook	Daily	Monthly	Level 3 - Sensitive	Level 1 - Public
ADM-0062-S	GSA - City Administrator's Office	OLSE-Prevailing Wage case log	OLSE Case Management System	Prevailing Wage case data	Microsoft	MS Excel	Daily	Monthly	Level 4 - Protected	Level 4 - Protected
ADM-0105-S	GSA - City Administrator's Office	RED-CMMS- use of DPW's Infor system.	RED maintenance management system	Computerized Maintenance Management System (CMMS) is an online application which manages RED's properties' work orders received from city agencies and ensures work orders are completed	Infor	EAM (Enterprise Asset Management)	Daily	Monthly	Level 4 - Protected	Level 1 - Public
ADM-0109-S	GSA - City Administrator's Office	12B & 14B Waiver Database	Will be replaced by PeopleSoft in 1/2019	The 12B & 14B Waiver Database is used to track information on 12B and 14B waivers received and processed by CMD.	Microsoft	MS Access	Daily	Monthly	Level 3 - Sensitive	Level 1 - Public

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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
ADM-0112-S	GSA - City Administrator's Office	TIDA-Clipper Cove Permit Log	List of Anchorage Permits- TIDA	All Clipper Cove Anchorage Permits issued by TIDA are logged and tracked to include Permit #, vessel name, USCG or CF #, vessel owner/operator name, contact information, and date of Permit issuance and Permit expiration	Microsoft	MS Excel	Daily	Monthly	Level 3 - Sensitive	Level 1 - Public
ADM-0115-S	GSA - City Administrator's Office	TIDA- "Contact TIDA" responses	List of public inquiries- TIDA	Inquiries to TIDA, submitted through a standardized submittal form located on the TIDA website, by members of the public are collected in a Google database kept on TIDA's Google Drive account.	Google	Google Drive (Cloud Storage and File Backup)	Daily	Monthly	Level 3 - Sensitive	Level 2 - Internal Use
ADM-0116-S	GSA - City Administrator's Office	TIDA- "Development Contracting Opportunities" responses	List of potential contractor inquiries- TIDA	Individuals and firms interested in receiving future notifications of contracting opportunities with TIDA or TICD may submit their name, contact information, and may also specify which contracting opportunities they are interested in, through a form found on the TIDA website.	Google	Google Sheets	Daily	Monthly	Level 3 - Sensitive	Level 2 - Internal Use
ADM-0117-S	GSA - City Administrator's Office	Office of Cannabis: Temp Retail Permit Tracker	Permit Management	Permit Management-Temporary Retail permits	Microsoft	Excel	Daily	Daily	Level 4 - Protected	Level 1 - Public
ADM-0123-S	GSA - City Administrator's Office	TIDA-Property Spreadsheets	List of current market rate for real estate leases- TIDA	TIDA tracks market rate housing, affordable housing, residential housing, athletic fields, and commercial subleases'	Microsoft	MS Excel	Daily	Monthly	Level 3 - Sensitive	Level 1 - Public
ADM-0124-S	GSA - City Administrator's Office	TIDA-Master Leasing Pipeline	List of subleases, special events and Filming permits- TIDA	TIDA keeps a log of all Subleases, Special Event, and Film Use permits	Microsoft	MS Word	Daily	Monthly	Level 1 - Public	Level 1 - Public
ADM-0128-S	GSA - City Administrator's Office	EC-Promoter Registry/ Entertainment Commission	List of active SF event promoters	Mandatory list of registered promoters working in San Francisco; available at: http://sfpromoter.sfgov.org/promoters-list	Department of Technology	Drupal/ xml/ html	Daily	Daily	Level 1 - Public	Level 1 - Public
ADM-0129-S	GSA - City Administrator's Office	CS-Fleet Tracking System	30 day log of recent vehicle activity	Real time monitoring of vehicle speed, location, and vehicle initiation status.	USA Fleet Solutions	Network Fleet 5000	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
ADM-0131-S	GSA - City Administrator's Office	CMD-12B Equal Benefits Certification Database	Will be replaced by PeopleSoft in 7/2017	The LBE certification database is used to track, qualify, and process enrollment of applicants into CMD?'s 12B Equal Benefits program.	Microsoft	MS Access	Daily	Monthly	Level 3 - Sensitive	Level 2 - Internal Use

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ADM-0133-S	GSA - City Administrator's Office	City-Operated Drone Flight Summary Database	Self reported drone activity by the public.	The City has authorized Departments to use drones to support specific activities during a one-year pilot period. As part of the evaluation of the pilot, Departments are required to submit drone flight summary information to the Open Data Portal within 48 hours of each flight.	Microsoft	Sharepoint	As Needed	As Needed	Level 1 - Public	Level 1 - Public
ADM-0134-S	GSA - City Administrator's Office	Entertainment Commission Chapter 116 Tracking	Notice of Disclosure Tracking System	Properties near a Place of Entertainment must have record of notification from owner to seller or lessee of the presence of licensed entertainment.	Digital Services (ADM)	Drupal/ xml/ html	Continuous	Continuous	Level 2 - Internal Use	Level 1 - Public
ADM-0135-S	GSA - City Administrator's Office	Firm Step	Permit Management System	private and commercial permits for events, noise, etc.	Digital Services (ADM)	Drupal/ xml/ html	Daily	Daily	Level 3 - Sensitive	Level 3 - Sensitive
ADM-0136-S	GSA - City Administrator's Office	Office of Cannabis: Screendoor	Permit Management	Permit Management, register apps list, Verified Equity, Dispensary	Screendoor	Screendoor for Government	Daily	Daily	Level 4 - Protected	Level 1 - Public
ADM-0137-S	GSA - City Administrator's Office	Office of Cannabis: Salesforce	Confidential application verification	Permit Management- Article 16 (Regular) Retail and other permits	Salesforce	Salesforce	Daily	Daily	Level 4 - Protected	Level 2 - Internal Use
NEW	GSA - City Administrator's Office	OLSE-LCP Tracker	Track Certified payroll of contractors	Public works project certified payroll data	LCP Tracker	.Net/ SQL	Daily	Daily	Level 4 - Protected	Level 1 - Public
NEW	GSA - City Administrator's Office	OLSE-LCP Tracker	Track Certified payroll of contractors	Public works project certified payroll data	LCP Tracker		Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0001-S	GSA - Public Works	GIS Basemap Maintenance	City Basemap maintenance system	City Basemap maintenance system	Microsoft	MS SQL Server	Daily	Daily	Level 1 - Public	Level 1 - Public
DPW-0008-S	GSA - Public Works	CRIS - Curb Ramp Information System	Curb Ramp inventory and inspection tracking	Curb Ramp inventory and inspection tracking	Microsoft	Web Application/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0009-S	GSA - Public Works	Street Space Permits / Parking Signs	Permit system for tracking, inspection, assigning contractor parking in the right of way	Permit system for tracking, inspection, assigning contractor parking in the right of way	Microsoft	Web Application/MS SQL Server	Daily	Daily	Level 1 - Public	Level 1 - Public
DPW-0011-S	GSA - Public Works	Tree Management System	Tree inventory and inspection tracking	Tree inventory and inspection tracking	Microsoft	MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0012-S	GSA - Public Works	RSIS - Roadway Structure Information System	Roadway inventory and inspection rating tracking	Roadway inventory and inspection rating tracking	Microsoft	Web Application/MS SQL Server	Monthly	Monthly	Level 1 - Public	Level 1 - Public
DPW-0013-S	GSA - Public Works	Street-Use Permit System	Street use permit system: Public Works right of permit management system	Street use permit system: Public Works right of permit management system	Microsoft	Web Application/MS SQL Server	Daily	Daily	Level 1 - Public	Level 1 - Public

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DPW-0014-S	GSA - Public Works	SF Pavement Management Information System - MTC StreetSaver V8	Paving condition, inspection and construction prioritization system.	Paving condition, inspection and construction prioritization system.	Microsoft	MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0016-S	GSA - Public Works	Computerized Maintenance Management System (CMMS)	Computerized Maintenance Management System (CMMS) for Public Works. Asset Management and Work Order system	Computerized Maintenance Management System (CMMS) for Public Works. Asset Management and Work Order system	Infor	Infor Enterprise Asset Management	Daily	Daily	Level 1 - Public	Level 1 - Public
DPW-0018-S	GSA - Public Works	BSM_Accounting	Public Works invoice tracking system for permits, violations, etc	Public Works invoice tracking system for permits, violations, etc	Microsoft	MS SQL Server	Daily	Daily	Level 1 - Public	Level 1 - Public
DPW-0020-S	GSA - Public Works	Inspect-o-Matic	Right of Way Inspection System	Right of Way Inspection System	Microsoft	Web Application/MS SQL Server and Android tablet app	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0021-S	GSA - Public Works	Subdivision Tracking System	Subdivision and Mapping project tracking	Subdivision and Mapping project tracking	Microsoft	Web Application/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0023-S	GSA - Public Works	Envista	Paving and Utility Excavation 5 Year Plan	Paving and Utility Excavation 5 Year Plan	Acella	Acella Right of Way (formerly Envista)	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0024-S	GSA - Public Works	28 Clean/Service Request Database	Yard service request work management and triage app	Yard service request work management and triage app		MS Access/MS SQL Server			Level 4 - Protected	Level 1 - Public
DPW-0026-S	GSA - Public Works	Adopt-A-Street - Community Programs Database	Community outreach database	Community outreach database	Microsoft	MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0027-S	GSA - Public Works	BCM Admin Expenditure and Field Expense Database	Track IDC overhead expenditures and field expenses	Track IDC overhead expenditures and field expenses	Microsoft	MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0028-S	GSA - Public Works	BCM Materials Testing Lab Database	Track material test results	Track material test results	Microsoft	MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0029-S	GSA - Public Works	Cal Trans Agreements	Documents of CalTrans and city agreements and related index	Documents of CalTrans and city agreements and related index	Microsoft	Web Application/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0030-S	GSA - Public Works	Cashiering	Accepting non-credit card payments for accounting	Accepting non-credit card payments for accounting	Microsoft	Web Application/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0031-S	GSA - Public Works	Contract Bid Documents Website	Electronic bid document download for contracts	Electronic bid document download for contracts	Microsoft	Web Application/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public

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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
DPW-0032-S	GSA - Public Works	Project Portal	Link PW projects with PS funding sources	Link PW projects with PS funding sources	Microsoft	Web Application/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0033-S	GSA - Public Works	Request to Fill (RTF)	A work flow/tracking sytem for filling positions to hire new employees	A work flow/tracking sytem for filling positions to hire new employees	Microsoft	Web Application/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0034-S	GSA - Public Works	DPW Hub	311 connection, CMMS connection, TreeDB connection, CDD (Central Division Distribution of PUC) connection; exchanging work data between different work groups	311 connection, CMMS connection, TreeDB connection, CDD (Central Division Distribution of PUC) connection; exchanging work data between different work groups	Microsoft	Console App/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0035-S	GSA - Public Works	DPW Orders - Sharepoint	Document approval mechanism for the director	Document approval mechanism for the director	Microsoft	SharePoint/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0036-S	GSA - Public Works	DPW Public Web Site	sfpublicworks.org	sfpublicworks.org	Drupal	Drupal	Daily	Daily	Level 2 - Internal Use	Level 1 - Public
DPW-0037-S	GSA - Public Works	Elation Systems (Web Services for DPW Projects)	Certified payroll data downloaded from Elations	Certified payroll data downloaded from Elations	Microsoft	MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0038-S	GSA - Public Works	Enterprise Project Management (EPM)	Project management database application	Project management database application	Microsoft	MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0039-S	GSA - Public Works	FleetRoute	High density routing for street sweepers; ability routing books; master data for sweeper routes; GIS-based	High density routing for street sweepers; ability routing books; master data for sweeper routes; GIS-based	FleetRoute	MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0040-S	GSA - Public Works	Graffiti Management System - Desktop	Managing notice of graffiti violations and SES graffiti abatement; billing	Managing notice of graffiti violations and SES graffiti abatement; billing	Microsoft	MS Access/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0041-S	GSA - Public Works	IDC Lessons Learned Website	Lessons Learned - document repository	Lessons Learned - document repository	Microsoft	Web Application/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0042-S	GSA - Public Works	KeyWatcher	Manage keys; programmed box that connects to application	Manage keys; programmed box that connects to application	Microsoft	MS Access/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0043-S	GSA - Public Works	Manual Invoices	Manually create invoice to give to customers for payment (Not system generated)	Manually create invoice to give to customers for payment (Not system generated)	Microsoft	Web Application/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0044-S	GSA - Public Works	Mobile IOM (Inspect O Matic)	Right of Way Inspection System	Right of Way Inspection System	various	Android Tablet App /MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0045-S	GSA - Public Works	Mon-U-Mental	Survey Monument Information System	Track survey monument inventory and attributes	Microsoft	Web Application/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public

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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
DPW-0047-S	GSA - Public Works	NEWS RACK	Tracking newsrack pedestal mounted units and publications	Tracking newsrack pedestal mounted units and publications	Microsoft	Web Application/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0049-S	GSA - Public Works	Sewer Asset Mgmt - Hydraulics	PMDB; may be replaced in-house (no timeline)	PMDB; may be replaced in-house (no timeline)	Microsoft	MS Access/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0050-S	GSA - Public Works	Sewer Proj mgmt	To be replaced by web version (no timeline)	To be replaced by web version (no timeline)	Microsoft	MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0051-S	GSA - Public Works	SF Basemap Editor for BSMSQL	Maintenance app for the GIS basemap	Maintenance app for the GIS basemap	Microsoft	Console App/MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0052-S	GSA - Public Works	SF Tree Management Application - Permit Application	Online tree permit application	Online tree permit application	Microsoft	MS Access / Web Application / MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0053-S	GSA - Public Works	SFDPW Field Worker - Tablet Application	Tablet application for 28 Clean	Tablet application for 28 Clean	various	Android Tablet App /MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0055-S	GSA - Public Works	Street Legislation Tracking System	Street vacation legislation tracker/list	Street vacation legislation tracker/list	Microsoft	Web Application/MS SQL Server	Quarterly	Quarterly	Level 4 - Protected	Level 1 - Public
DPW-0056-S	GSA - Public Works	Sub-Sidewalk Basement	inventory of sub sidewalk basements	inventory of sub sidewalk basements	Microsoft	Web Application/MS SQL Server	Monthly	Monthly	Level 4 - Protected	Level 1 - Public
DPW-0057-S	GSA - Public Works	Utility Undergrounding	Inventory of utility undergrounded Rule 42A locations	Inventory of utility undergrounded Rule 42A locations	Microsoft	MS SQL Server	Not updated (historical only)	Not updated (historical only)	Level 4 - Protected	Level 1 - Public
DPW-0058-S	GSA - Public Works	BSMCoreData							Level 1 - Public	Level 1 - Public
DPW-0059-S	GSA - Public Works	eChangeOrder	Change Order Tracking System for PW Contracts	Change Order Tracking System for PW Contracts	Microsoft	MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
DPW-0060-S	GSA - Public Works	Monument Preservation Tracking System (MPTS)	Project tracking for preservation of monuments during (usually capital) construction in the ROW	Project tracking for preservation of monuments during (usually capital) construction in the ROW	Microsoft	MS SQL Server	Daily	Daily	Level 4 - Protected	Level 1 - Public
TIS-0001-S	GSA - Technology	Enterprise Addressing System	So that City employees can create, edit, retire, and query street addresses.	Street addresses that lie generally within the city limits, and the one or more parcels that are associated with those street addresses.	Open Source	PostgreSQL	Continuous	Continuous	Level 1 - Public	Level 1 - Public

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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
TIS-0002-S	GSA - Technology	SFGIS System of Record PostgreSQL/ArcSDE database	Also known as the SFGIS Enterprise ArcSDE Geodatabase, this is the primary internal source of both restricted and unrestricted geospatial data sets.	Contains geospatial, and some tabular, data set that have been created by City departments, purchased for City-wide distribution, or acquired from regional partners, for example basemap, US Census, and Dun & Bradstreet data.	Esri	Enterprise geodatabase	Daily	Daily	Level 1 - Public	Level 1 - Public
TIS-0003-S	GSA - Technology	Google Analytics	To track, and report on, the website traffic for all of the City's web properties that are hosted on the City's Drupal-based web content management system.	Contains counts of page visitations, impressions and clicks; and device and search types, among other data.	Google	Google Analytics	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
TIS-0010-S	GSA - Technology	Outdoor Public Warning System (OPWS)	Manage Outdoor Public Warning System Sirens	Siren locations			As needed	As needed	Level 1 - Public	Level 1 - Public
TIS-0011-S	GSA - Technology	SFGIS Portal Image Services	Provide imagery services for use in applications	Imagery of San Francisco over time	Esri	ArcGIS Server	As needed	As needed	Level 1 - Public	Level 1 - Public
TIS-0012-S	GSA - Technology	Facility System of Record (FSR)	Central source for maintaining City Facilities	City Facilities, City Lands	Esri, PostgreSQL	PostgreSQL	As needed	As needed	Level 1 - Public	Level 1 - Public
HSS-0001-S	Health Service System	Peoplesoft	Benefits Administration data. Enrollment, demographics, payments. Medical/dental, eligibility, delinquencies, etc.	Benefits Administration data. Enrollment, demographics, payments. Medical/dental, eligibility, delinquencies, etc.	Oracle	Peoplesoft	Weekly	Continuous	Level 4 - Protected	Level 4 - Protected
DHR-0001-S	Human Resources	Peoplesoft	Tracking human resources related data	human resources data; compensation, time and labor, eligibility, classification, demographics, etc.	Oracle	PeopleSoft	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
DHR-0002-S	Human Resources	JobAps	Providing listings for jobs	Job announcements, employment applications	JobAps	JobAps	Continuous	Continuous		
HRC-0001-S	Human Rights Commission	Firmstep	Allows users to submit complaint information to the Human Rights Commission via website, and allows Commission staff to retrieve complaint information for processing.	Provides details on complaints of discrimination filed with HRC.	Firmstep	Firmstep	As Needed	As Needed	Level 3 - Sensitive	Level 3 - Sensitive
HSA-0001-S	Human Services Agency	AACTS	Client casemanagement and tracking system	Case management system for Adult Protective Services.	MMTG	AACTS	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
HSA-0023-S	Human Services Agency	CARBON	Performance management & tracking system	Tracks contract performance and payments	City Span Technologies	Carbon	Monthly	Monthly	Level 4 - Protected	Level 2 - Internal Use
HSA-0034-S	Human Services Agency	COSTS	Client casemanagement and tracking system	Client One Stop Tracking System. Triage, DECU, SSI Case Management	SF- Human Services Agency	COSTS	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
HSA-0043-S	Human Services Agency	EREVIEW	Performance management & tracking system	quality assurance application for client case errors	SF- Human Services Agency	EREVIEW	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected

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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
HSA-0045-S	Human Services Agency	ETO-ILSP	Client casemanagement and tracking system	Independent Living Skills Application	Social Solutions	Efforts to Outcomes - Independent Living Skills Program	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
HSA-0073-S	Human Services Agency	Monet WFM		web-based application used by Call Centers to manage call agent staff shifts. Current programs using this application are CalFresh, CalWorks and Medi-cal.	Monet	Workforce Management	As needed	As needed	Level 4 - Protected	Level 2 - Internal Use
HSA-0084-S	Human Services Agency	PANORAMIC	Client casemanagement and tracking system	Application used by DAAS staff	Panoramic	Panoramic	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
HSA-0110-S	Human Services Agency	SHERLOCK	Investigatory purposes	investigation management.	SF - Human Services Agency	Sherlock	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
HSA-0117-S	Human Services Agency	VACS	Investigatory purposes	VACS (Ventura Automated Collections System) is used by Investigations.	County of Ventura	VACS	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
HSA-0118-S	Human Services Agency	VetPro	Client casemanagement and tracking system	Enrolls and secures veteran benefits for clients.	Panoramic	VetPro	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
HSA-0121-S	Human Services Agency	CA Get Care	Client casemanagement and tracking system	Client data and program enrollment	RTZ	CA Get Care	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
HSA-0122-S	Human Services Agency	SF Get Care	Client casemanagement and tracking system	Log I & R; process program intakes; manage Care Transitions	RTZ	Sf.Get Care	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
HSA-0123-S	Human Services Agency	CLF Get Care	Client casemanagement and tracking system	Client data and program enrollment	RTZ	CLF Get Care	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
HSA-0124-S	Human Services Agency	DAAS CQA	Client casemanagement and tracking system	Client data and program enrollment	Devero	DAAS CQA	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
JUV-0000-S	Juvenile Probation	Augustus (AutoMon CX)	Case Management System used for tracking juvenile criminal records, case and court management		AutoMon Inc.	CaseLoad Explorer	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
MYR-0001-S	Mayor	Grants Management System (GMS)	Comprehensive grants management system for MOHCD community development grants	Grant funded client activities and outcomes, including demographic information. Grant invoices, contract setups, revisions, and amendments.	CitySpan	MS SQL Server	Continuous	Continuous	Level 4 - Protected	Level 1 - Public
MYR-0002-S	Mayor	Capital Projects Tracking	Grants and project management system for MOHCD community development capital grants	Project information, including tracking of project status, regulatory and other requirements, and program beneficiaries; and MOHCD funding information, including tracking of different Capital funding pools.	FileMaker and Microsoft	FileMaker and MS Excel	Continuous	Continuous	Level 1 - Public	Level 1 - Public

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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
MYR-0004-S	Mayor	Affordable Housing Asset Management Database	Database used by MOHCD Asset Management & Fiscal Team to record and track MOHCD-contracted rental projects, funding and compliance.	Tracks MOHCD-Contracted Rental Housing portfolio data: projects, loans/grants/ground leases, bond issuances; annual project compliance review process & data.	Microsoft	MS Access	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
MYR-0005-S	Mayor	Affordable Housing Production Pipeline	Tracks MOHCD and OCII affordable housing production pipeline; includes # of units, start and completion dates, and target population	General Information about MOHCD affordable housing pipeline projects including, location, planning and building permit numbers, number of units, size of units, target population, and production timeline.	Microsoft	MS Excel	Continuous	Continuous	Level 1 - Public	Level 1 - Public
MYR-0006-S	Mayor	Local Operating Subsidy Program Investment Database	Tracks subsidy payments for homeless housing funded by the City (MOHCD, OCII, HSH). Annual LOSP amounts to support the operation of permanent supportive housing units,. Exiting portfolio and pipeline	Total units, total supportive housing units total LOSP units. Amounts of annual subsidy and amount of services funded by HSH.	Microsoft	MS Excel	Continuous	Continuous	Level 1 - Public	Level 1 - Public
MYR-0007-S	Mayor	Lead Grants Database	Used to track data on grants and loans provided by MOHCD to property owners for lead hazard control; also tracks existing, completed and pipeline projects Database tracking lead remediation grants provided to qualifying households.	Property information, Grantee information, grant summary, invoices paid, disbursements made, project notes, important dates, grant amounts, other funding source information.	Microsoft	MS Access	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
MYR-0008-S	Mayor	Cal Home Rehab Database	Used to track data on loans provided by MOHCD to property owners for single family property rehabilitation; also tracks existing, completed and pipeline projects.	Property information, borrower information, loan information, underwriting, income & property eligibility, loan summary, project summary, invoices paid, disbursements made, other funding source information, recorded document information.	Microsoft	MS Access	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
MYR-0009-S	Mayor	Downpayment Assistance Loan Program Tracking	Used to track DALP applicant and borrower data.	Applicant and borrower data (name, contacts, displacement address, address history, head of household, statistical information, DOB, gross income, household size and income, and primary language) for the following downpayment assistance loan programs: Downpayment Assistance Loan Program; Teacher Next Door; Educator DALP; Police in the Community; First Responders DALP; BMR DALP; City Second Loan Program.	Microsoft	MS Excel	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive

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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
MYR-0010-S	Mayor	Master BMR Unit List	Used to track units restricted under Planning Code Section 41.5/Inclusionary Housing Program, the Condo Conversion BMR Program, and all OCII ownership and OCII inclusionary rental programs monitored by the HBMR team	All units restricted under Planning Code Section 41.5/Inclusionary Housing Program, the Condo Conversion BMR Program, and all OCII ownership and OCII inclusionary rental programs monitored by the HBMR team	Microsoft	MS Excel	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
MYR-0011-S	Mayor	Certificate of Preference Program Database	Used to track households displaced by Redevelopment activities and data on certificate holders.	COP applicant information (name, contacts, displacement address, address history, head of household, statistical information, DOB, gross income, household size and income, and primary language); Certificate Information (issue and expiration date); Information about affordable housing obtained with COP Certificate. Demographics including SOGI.	Salesforce	Salesforce CRM	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
MYR-0012-S	Mayor	SFRA Homeownership Database	Used to research archived property and household data on former Redevelopment Agency affordable ownership units.	Property and household data on former Redevelopment Agency affordable restricted ownership units	Microsoft	MS Access	Not updated (historical only)	Not updated (historical only)	Level 3 - Sensitive	Level 3 - Sensitive
MYR-0013-S	Mayor	Displaced Tenant Housing Preference Program Database	Used to track households that have applied for the DTHP housing preference programs.	DTHP applicant information (name, contacts, displacement address, type of displacement, displacement address history, statistical information, DOB, gross income, household size and income, and primary language); Certificate Information (issue and expiration date); Information about affordable housing obtained with DTHP Certificate. Demographics including SOGI.	Salesforce	Salesforce CRM	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
MYR-0014-S	Mayor	Database of Affordable Housing Listings Information Application (DAHLIA)	DAHLIA is a comprehensive platform supporting all City-sponsored affordable housing and programs	Applicant and Household information (names, contacts, finances, preferences), Property and Listing information (addresses, contacts, features, units details, supportive services, listing and lottery details), Preference Program details, Applications information, Lender uploads of lending docs	Salesforce	Salesforce CRM	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
MYR-0015-S	Mayor	Open Data Publishing Management System	Inventory of City systems and datasets	Datasets and systems maintained by the City and County per the requirements laid out in local admin code Chapter 22D and the CA SB272.	Airtable	Airtable	As Needed	As Needed	Level 1 - Public	Level 1 - Public

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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
MYR-0017-S	Mayor	Applicant Lottery Lists	Used to track applicants to individual MOHCD affordable housing project lotteries.	Name of project holding lottery; Applicant information (name, contacts, address history, head of household, statistical information, DOB, gross income, household size and income, and primary language); Certificate(s) information (issue and expiration date) Demogrpahics including SOGI.	Microsoft	MS Excel	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
MYR-0018-S	Mayor	Affordable Housing Lottery Calendar	Used to track lotteries for affordable housing units and to track non-identifiable applicant information about lottery applicants, such as how many applicants applied in each lottery preference category.	Name of project holding lottery and date; Count of lottery applicants; Counts of units held for each lottery preference; counts of applicants for each lottery preference area	Microsoft	MS Excel	Continuous	Continuous	Level 1 - Public	Level 1 - Public
MYR-0019-S	Mayor	Mortgage Credit Certificate Database	Used to track households that have applied for or received the Mortgage Credit Certificate (MCC).	Applicant and borrower data (name, contacts, displacement address, address history, head of household, statistical information, DOB, gross income, household size and income, and primary language) for the MCC program. Demogrpahics including SOGI.	Microsoft	MS Excel	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
MYR-0020-S	Mayor	Homeowner Emergency Loan Program (HELP)	Used to track households that have applied for or received MALP assistance.	Data on households that have applied for or received HELP assistance.	Microsoft	MS Access	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
MYR-0021-S	Mayor	Elevator Repair Program Database	Used to track data on loans provided by MOHCD to property owners for the Elevator Repair Program (ERP); also tracks existing, completed and pipeline projects.	Property information, underwriting, income & property eligibility, rebate summary, project summary, recorded document information.	Microsoft	MS Access	Continuous	Continuous	Level 1 - Public	Level 1 - Public
MYR-0022-S	Mayor	SFRA Housing Asset Transfer List	Used to research property level information on former Redevelopment Agency inclusionary housing units prior to dissolution	Property level information on former Redevelopment Agency inclusionary housing units prior to dissolution	Microsoft	MS Excel	Not updated (historical only)	Not updated (historical only)	Level 1 - Public	Level 1 - Public
MYR-0023-S	Mayor	Small Sites Program Pipeline Database	Track progress on active Small Sites Program projects and occupant data	Location of project, number of units, project sponser, project cost, lender information, and project budget. Demogrpahics including SOGI.	Microsoft	Excel	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive

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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
MYR-0025-S	Mayor	Master BMR Rentals	Used to track BMR rental household data. Used for multiple purposes, from sending monitoring reports to researching households characteristics.	BMR renter household information (name, contacts, address history, head of household, statistical information, DOB, gross income, household size and income, etc.). Demogrpahics including SOGI.	Microsoft	Excel	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
MYR-0026-S	Mayor	Final Combined BMR Universal DB NEW & Final BMR Universal ARCHIVE ONLY	Used to track BMR buyer household data. Used for multiple purposes, from sending monitoring reports to researching households characteristics.	BMR buyer household information (name, contacts, address history, head of household, statistical information, DOB, gross income, household size and income, loan characteristics, etc.). Demogrpahics including SOGI.	Microsoft	Excel	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
MYR-0027-S	Mayor	HMBR Development Database	Used to track developments restricted under Planning Code Section 415/Inclusionary Housing Program, the Condo Conversion BMR Program, and all OCII ownership and OCII inclusionary rental programs monitored by the HMBR team	Planning and Project Data, including Marketing Status, HMBR Program, Building Name, Buildling Address.	Microsoft	Excel	Continuous	Continuous	Level 1 - Public	Level 1 - Public
MYR-0031-S	Mayor	Socrata	Open data platform	Stores publicly shareable data for use by departments and the public	Tyler Technologies	Socrata Publica	Daily	Daily	Level 1 - Public	Level 1 - Public
	Mayor	HOPWA Housing Program	Used to track recipients of HOPWA housing subsidy Program, a housing prioritization program for low-income people living with HIV.	HOPWA subsidy recipient information (name, address, contact information, income, rent, demogrpahics including SOGI)	Microsoft	Excel	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
MTA-0001-S	Municipal Transportation Agency	APC		Automatic Passenger Count system	Oracle	Oracle DB	Continuous	Quarterly	Level 1 - Public	Level 1 - Public
MTA-0002-S	Municipal Transportation Agency	Spear system		System used for asset managment including managing parts, vehicles, work orders, repairs, etc.	Oracle	Oracle DB	Continuous	Quarterly	Level 3 - Sensitive	Level 1 - Public
MTA-0003-S	Municipal Transportation Agency	Trapeze system		System used for routing, scheduling, blocking, runcutting and rostering. Serves as primary source for routes and stops (which must be extracted programatically).	Oracle	Oracle DB	Continuous	Quarterly	Level 3 - Sensitive	Level 1 - Public
MTA-0004-S	Municipal Transportation Agency	NextBus		range of location related data	NextBus	NextBus	Continuous	Daily	Level 2 - Internal Use	Level 1 - Public
MTA-0005-S	Municipal Transportation Agency	Clipper/Translink		financial data generated from passenger transactions at ticket vending machines and card readers stations and on vehicles	Clipper	Clipper	Continuous	Quarterly	Level 4 - Protected	Level 1 - Public

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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
MTA-0006-S	Municipal Transportation Agency	BikeShare		Bike usage for bike share program	Alta/BikeShare	Alta/BikeShare	Continuous	Quarterly		
MTA-0009-S	Municipal Transportation Agency	Fleetwatch system		System used for fueling and mileage tracking	Fleetwatch	MS SQL Server	Continuous	Quarterly	Level 1 - Public	Level 1 - Public
MTA-0012-S	Municipal Transportation Agency	ESRI spatial data on network shares		A collection of geographic data (for example, shapefiles) managed on the shared network	Esri	Spatial	Continuous	Quarterly	Level 1 - Public	Level 1 - Public
MTA-0013-S	Municipal Transportation Agency	Autodesk spatial data on network shares		A collection of CAD files managed on the shared network	Autodesk	CAD	Continuous	Not updated (historical only)	Level 5 - Restricted	Level 1 - Public
MTA-0018-S	Municipal Transportation Agency	Track-It		used to manage work orders for the SFMTA's IT group	Track-It	MS SQL Server	Continuous	Continuous	Level 2 - Internal Use	Level 2 - Internal Use
MTA-0021-S	Municipal Transportation Agency	SharePoint - SPATS		Action tracking within the SFMTA	Microsoft	Sharepoint	Continuous	Continuous	Level 2 - Internal Use	Level 2 - Internal Use
MTA-0023-S	Municipal Transportation Agency	EcoSys		project management software	EcoSys	EcoSys	Daily	Daily	Level 2 - Internal Use	Level 2 - Internal Use
MTA-0024-S	Municipal Transportation Agency	Primavera		project management software	Oracle	Primavera	Daily	Daily	Level 3 - Sensitive	Level 3 - Sensitive
MTA-0025-S	Municipal Transportation Agency	Survey data		results captured from various ongoing and past surveys	Microsoft	MS Excel	As Needed	As Needed	Level 3 - Sensitive	Level 3 - Sensitive
MTA-0026-S	Municipal Transportation Agency	SalesForce + Gov Delivery		customer relation management (CRM) software to support programs, projects and communication	Salesforce	Salesforce CRM	Continuous	Continuous	Level 2 - Internal Use	Level 2 - Internal Use
MTA-0029-S	Municipal Transportation Agency	bMobile		point of sale system	bMobile	COTS	Continuous	Continuous		
MTA-0030-S	Municipal Transportation Agency	Cubic System		Transportation management system for operations	Oracle	Oracle DB	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
MTA-0031-S	Municipal Transportation Agency	Trapeze system - Payroll and HR related data		System used for routing, scheduling, blocking, runcutting and rostering. Serves as primary source for routes and stops (which must be extracted programatically).	Oracle	Oracle DB	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
MTA-0032-S	Municipal Transportation Agency	ArcGIS Server		Data managed via ArcGIS server and an Oracle geodatabase, this system contains some, but not all of MTA's spatial data	Oracle	Oracle Spatial	As Needed	As Needed	Level 3 - Sensitive	Level 1 - Public

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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
ECE-0001-S	Office of Early Care and Education	Care Control 3	Tracking child care vouchers	Child care subsidy enrollment and payment data for children receiving child care vouchers	MCT Technology	Care Control 3	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
ECE-0002-S	Office of Early Care and Education	Cocoa	Tracking subsidy enrollments	Child care subsidy enrollment data for children receiving city-funded care (excluding those receiving only child care vouchers)	WestEd	Cocoa	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
CPC-0002-S	Planning	PPTS	Tracking permits, performance measures, time accounting, etc	Accele based system for tracking permits, performance measures, time accounting, etc	Accele	COTS	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
CPC-0003-S	Planning	GIS Database	Hosts and maintains geographic data for the department	Geographic data for the department	PostgreSQL	PostgreSQL	Daily	Daily	Level 3 - Sensitive	Level 1 - Public
CPC-0004-S	Planning	File Server	Hosts Planning Dept. documents and files	Planning Dept. documents and files	Microsoft	Microsoft	Daily	Daily	Level 3 - Sensitive	Level 1 - Public
POL-0001-S	Police Department	Crime Data Warehouse	SFPD incident report writing/reporting system	The department depends on Oracle, an object relational database, for different environments that members access to enter and/or retrieve various information.	Oracle	Oracle	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
POL-0002-S	Police Department	CABLE	Report Management System	It is the Department's crime reporting system. An electronic data storage system for all offenses reported to the SFPD, CABLE is designed to capture and store information about offenses, suspects, victims, and offense location. This system has been utilized for over 30 years to pull old incident reports. This system is relied upon by the Court system because the courts, the district attorney, the probation department has to draw information from the Department's record management system in order to do their job properly.	Legacy Record Management System	Custom	Daily	Daily	Level 3 - Sensitive	Level 3 - Sensitive
POL-0003-S	Police Department	Laserfiche	System of record	System for scanning, sorting and imaging Incident Reports.	Laserfiche	Laserfiche	Daily	Daily	Level 3 - Sensitive	Level 3 - Sensitive
POL-0004-S	Police Department	Traffic and Pedestrian Stops	To collect and report data on stops. This is a subset of Crime Data Warehouse.	The department depends on Oracle, an object relational database, for different environments that members access to enter and/or retrieve various information.	Oracle	Oracle DB	Daily	Daily	Level 3 - Sensitive	Level 3 - Sensitive
PRT-0001-S	Port	Lease Management	Port's lease management and billing system	Lease details and billing information	AirIT	PROPWorks 7.4	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
PRT-0002-S	Port	Permit Management	Permitting and code enforcement tool	Port's Engineering and Encroachment permit data	Accele	Land Management	Continuous	Continuous	Level 1 - Public	Level 1 - Public

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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
PRT-0004-S	Port	Enterprise Asset Management	E-Business management platform used for managing maintenance of assets	Management of various Port assets and work requisition and scheduling for the Port maintenance staff	Oracle	EBS eAM	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
PRT-0005-S	Port	Geographic Information system	Mapping and spatial data analytics program	Management of Port facilities and parcels	ESRI	GIS	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
PRT-0006-S	Port	Document Management	Document management software	Storing and managing of CAD files	Docuware	Docuware	Continuous	Continuous	Level 2 - Internal Use	Level 2 - Internal Use
PRT-0007-S	Port	Harbor berth management and scheduling	A program used to streamline and market marina services, reservations and paymemnts	South Beach Harbor berth records	Nautical Software Solution	The Marina Program	Continuous	Continuous	Level 2 - Internal Use	Level 2 - Internal Use
PRT-0008-S	Port	Cruise Schedule	Spreadsheet program	Listing of Cruise calls at the San Francisco Port	Microsoft	MS Excel	Continuous	Continuous	Level 1 - Public	Level 1 - Public
PRT-0009-S	Port	Maritime Statistical Reports	Spreadsheet program	Cargo Tonnage and Passenger statistics data	Microsoft	MS Excel	Continuous	Continuous	Level 1 - Public	Level 1 - Public
PRT-0010-S	Port	Port Parks	Computer aided design and drafting program	Information about Port parks and open spaces	Autocad	Map 3D	Continuous	Continuous	Level 1 - Public	Level 1 - Public
PRT-0011-S	Port	Project Maps	Computer aided design and drafting program	Interactive map of Port projects	Autocad	Map 3D	Continuous	Continuous	Level 2 - Internal Use	Level 2 - Internal Use
DR-0001-S	Public Defender	hubDATA	Help us keep track of cases handled	Public Defender's work product and case outcome reporting system.	Microsoft	MS Access	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DR-0003-S	Public Defender	Investigation	Help us keep track of investigation requests	Database of investigation requests submitted by the attorney to the investigator, outlining the work requested and due dates.	Microsoft	MS Access	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0002-S	Public Health	Avatar	Electronic Health Record	The Clinical portion of the Avatar System. Contains: Treatment Plans, Assessments, Progress notes, etc. for all San Francisco Mental Health and Substance Abuse programs.	Netsmart	MH/SA Electronic Health Record	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0005-S	Public Health	Infoscriber (aka OrderConnect)	E-prescription software	The portion of the Avatar project that allows for E-prescribing. Contains patient and prescription data.	Netsmart	MH/SA Electronic Health Record	Daily	Daily	Level 4 - Protected	Level 4 - Protected
DPH-0006-S	Public Health	Methasoft	Methadone dispensing	Track dispensing of methadone for methadone programs.	Netalytics	Custom	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0009-S	Public Health	Teleforms v.10.2	Form creation software, used for confidential client surveys	Form design/scanning App; main use: survey scanning. Used to create client satisfaction surveys.	Hershey Technologies	Custom	As Needed	As Needed	Level 4 - Protected	Level 2 - Internal Use
DPH-0010-S	Public Health	VisualSuperscript	Pharmacy administration	For CBHS Pharmacy use at 1380 Pharmacy	DAA Enterprises, Inc. (800) 359-5580	Custom	Continuous	Daily	Level 4 - Protected	Level 4 - Protected
DPH-0017-S	Public Health	CalMeds	Determining patient eligibility	Web-based State Patient Eligibility and Share of Cost Verification; Used by LHH and SFGH	State	online database	Continuous	Daily	Level 4 - Protected	Level 4 - Protected

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DPH-0018-S	Public Health	CCMS Coordinated Care Management System	Electronic Health Record	Includes bio-psycho-social histories of patients who have used the city's safety net or urgent emergent services.	SFDPH	Custom	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0022-S	Public Health	SFDPH Child Health and Disability Prevention (CHDP) Quality and Assurance System	Case management application	CHDP case management and tracking. Contains client, treatment, and diagnostic data.	State	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0033-S	Public Health	Core Variables	HIV prevention	Data is entered by HIV Prevention Section (HPS)community agencies into this application.	DPH	MS Access	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0035-S	Public Health	Death Registry	Death Registry	Death data for San Francisco residents (regardless of location) and for all deaths taking place within San Francisco county.	State	Custom	As Needed	As Needed	Level 4 - Protected	Level 3 - Sensitive
DPH-0049-S	Public Health	Environmental Health - HAZMAT Emergency Response	HAZMAT Emergency Response Management	Regulatory Program Database;Tracking of violations, inspections, verification of business, and billing related to HAZMAT emergency response.	DPH	Custom	As Needed	As Needed	Level 2 - Internal Use	Level 1 - Public
DPH-0059-S	Public Health	Integrated Case and Outbreak Management System (ICOMS) - Chronic Hep module	Chronic Hepatitis management software	Risk factor and exposure information for chronic hepatitis B & C.	SFDPH Communicable Disease Control Unit	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0060-S	Public Health	Integrated Case and Outbreak Management System (ICOMS) - CORE data	Disease Outbreak Management	Integrated disease case and outbreak management system for the DPH	SFDPH Communicable Disease Control Unit	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0061-S	Public Health	Integrated Case and Outbreak Management System (ICOMS) - DCMS module	Disease Outbreak Management	General risk factor information for cases	SFDPH Communicable Disease Control Unit	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0062-S	Public Health	Integrated Case and Outbreak Management System (ICOMS) - GI module	Disease Outbreak Management	Risk factor and exposure information for campylobacter	SFDPH Communicable Disease Control Unit	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0063-S	Public Health	Integrated Case and Outbreak Management System (ICOMS) - Rabies module	Disease Outbreak Management	Risk factor and exposure information for rabies	SFDPH Communicable Disease Control Unit	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected

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DPH-0064-S	Public Health	Integrated Case and Outbreak Management System (ICOMS) - WNV module	Disease Outbreak Management	Risk factor and exposure information for WNV	SFDPH Communicable Disease Control Unit	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0065-S	Public Health	IMPAX (will be renamed IDC with upgrade)	Imaging data software	IMPAX Data Center stores multi-department imaging data in a single enterprise repository and centralizes access to all images.	AGFA Healthcare	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0066-S	Public Health	Infection Control (SFGH, UCSF)	Infection control surveillance software	a collection of surveillance applications used to collect, aggregate and analyze data in order to identify infections and contain them.	SFGH	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0068-S	Public Health	INVISION - Clinicals	Electronic Health Record	Certified eHR vendor to meet Meaningful Use. Provider order entry's CPOE	Siemens	Electronic Health Record	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0069-S	Public Health	INVISION - Ptn Actng	Patient Accounting	Charge capture and billing for all COPC, LHH, BHC and SFGH including billing for some diagnostic	Siemens	Electronic Health Record	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0070-S	Public Health	INVISION - Ptn Mgmt	Patient Management	Patient Management Component of the Invision program	Siemens	Electronic Health Record	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0071-S	Public Health	INVISION - Resource Scheduling	Appointment scheduling	Appointments for all COPC and SFGH based clinics	Siemens	Electronic Health Record	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0072-S	Public Health	ISCHTR	STD Clinic database and STD Section Surveillance Database	STD Clinic database and STD Section Surveillance Database	DPH	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0073-S	Public Health	IVANS	Medical Billing	Follow-up Medicare Electronic Billing and status; DDE (Direct Data Entry) Validation	UGS - United Govt Services (Fiscal Intermediary)	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0074-S	Public Health	IZ Clinic (formerly ICMS)	Immunization services	Managing clients' immunization services and history, billing and vaccine inventory for the Adult Immunization; automated program to parse SFGH spreadsheets to Access database for recent patient lookup.	DPH	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0077-S	Public Health	LINCS Navigation	Patient engagement	Tracking data base for HIV positive patients enrolled in navigation services to link patients back in care.	DPH	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0079-S	Public Health	MAC Lab	Catheter lab software	Used at cath lab at SFGH	GE/Boston	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0083-S	Public Health	MIARC	Anesthesia database	Anesthesia database that allows collection of perioperative data from scanned forms for quality assurance	MIARC	Custom	Daily	Daily	Level 4 - Protected	Level 4 - Protected

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DPH-0085-S	Public Health	MLAB	Public Health Laboratory database	Public Health Laboratory database Includes confirmatory HIV testing, STD testing, microbiology	Common Cents Systems, Inc. 4701 Trousdale Dr, Ste 119, Nashville, TN 37220	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0089-S	Public Health	Oaxaca	TB Surveillance	TB Surveillance	DPH	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0097-S	Public Health	Vital Records Order Logistics	Birth/Death certificate ordering	Vital Records Order Tracking System; used to track orders of death and birth certificates.	DPH	Oracle	As Needed	As Needed	Level 3 - Sensitive	Level 3 - Sensitive
DPH-0099-S	Public Health	ORTHOPEDICS TRAUMA INPATIENT SERVICE DATABASE	Medical documentation	Used to generate notes for inpatients and to track fiscal information.	Microsoft	MS Access	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0102-S	Public Health	Patient Referral Tracking (Laguna Honda)	Referral tracking	Web-based mgmt of Referrals from SFGH to LHH. Contains patient identifiers, diagnoses, benefits information.	DPH SFGH I/S	Custom	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0106-S	Public Health	INVISION - Progress notes	Electronic Health Record	Part of a medical record where healthcare professionals record details to document a patient's clinical care.	Siemens	Electronic Health Record	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0109-S	Public Health	RMS - Siemens Syngo	Radiology Information system	Radiology Information system used for ordering, tracking and billing radiological studies	Siemens	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0111-S	Public Health	RTZ SFGetCare	Client care placement	Used by SFDPH Transitions staff for placing, managing, and discharge planning of clients in appropriate levels of care.	RTZ	Custom	Daily	Daily	Level 4 - Protected	Level 4 - Protected
DPH-0113-S	Public Health	SFPHLIS	Laboratory information system	SF Public Health Laboratory Information System. Local component of CDC's database.	CDC	Custom	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0121-S	Public Health	Vital Records Data Store	Birth/Death certificate electronic storage	Vital Records Birth and Death records with image storage and retrieval	DPH	Oracle	As Needed	As Needed	Level 4 - Protected	Level 3 - Sensitive
DPH-0125-S	Public Health	Environmental Health Agriculture Program	Agriculture Program Management	Tracking of violations, inspections, verification of business, and billing related to the Agriculture Program.	DPH	Custom	As Needed	As Needed	Level 3 - Sensitive	Level 1 - Public
DPH-0127-S	Public Health	Environmental Health - ASBESTOS	ASBESTOS Management	Tracking of violations, inspections, verification of business, and billing related to asbestos.	DPH	Custom	As Needed	As Needed	Level 3 - Sensitive	Level 1 - Public
DPH-0128-S	Public Health	Environmental Health - ASTHMA	ASTHMA Management	Tracking of violations, inspections, verification of business, and billing related to asthma.	DPH	Custom	As Needed	As Needed	Level 4 - Protected	Level 1 - Public

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DPH-0133-S	Public Health	Environmental Health - Apartment Health Violations	Apartment Health Violations Management	Provide public access to inspections, violations and complaints data.	DPH	Custom	As Needed	As Needed	Level 3 - Sensitive	Level 1 - Public
DPH-0134-S	Public Health	Environmental Health - Food Safety Scores	Food Safety Scores Management	Provides inspection results and scores to EH public website from 7000+ food facilities.	DPH	Custom	As Needed	As Needed	Level 3 - Sensitive	Level 1 - Public
DPH-0135-S	Public Health	Environmental Health - Hotel Health Violations	Hotel Health Violations Management	Tracking of violations, inspections, verification of business, and billing related to hotel health violations.	DPH	Custom	As Needed	As Needed	Level 3 - Sensitive	Level 1 - Public
DPH-0136-S	Public Health	Environmental Health - Hazardous Waste	Hazardous Waste Management	Tracking of violations, inspections, verification of business, and billing related to hazardous waste management.	DPH	Custom	As Needed	As Needed	Level 3 - Sensitive	Level 1 - Public
DPH-0137-S	Public Health	Environmental Health - HUNTERS PT AND TREASURE IS HAZMAT	HUNTERS PT AND TREASURE IS HAZMAT Management	Tracking of violations, inspections, verification of business, and billing related to hazardous materials in the Hunters Point and Treasure Island locations.	DPH	Custom	As Needed	As Needed	Level 3 - Sensitive	Level 1 - Public
DPH-0138-S	Public Health	Environmental Health - LEAD	LEAD Management	Tracking of violations, inspections, verification of business, and billing related to lead containment.	DPH	Custom	As Needed	As Needed	Level 4 - Protected	Level 1 - Public
DPH-0139-S	Public Health	Environmental Health - LIENS	LIENS Management	Environmental Health Liens database: contains violations, inspections, facility information.	DPH	Custom	As Needed	As Needed	Level 3 - Sensitive	Level 1 - Public
DPH-0142-S	Public Health	Environmental Health - Radio Frequency Program	Radio Frequency Program Management	The goal of the Environmental Health Department's Radio Frequency Program is to ensure radio frequency (RF) exposure limits in San Francisco are within a regulated standard and do not cause human health hazards Database containsviolations, inspections, verification of business, billing info.	DPH	Custom	As Needed	As Needed	Level 3 - Sensitive	Level 1 - Public
DPH-0145-S	Public Health	Environmental Health - Water Quality	Water Quality Management	Tracking of violations, inspections, verification of business, and billing related to Water Quality.	DPH	Custom	As Needed	As Needed	Level 3 - Sensitive	Level 1 - Public
DPH-0146-S	Public Health	Environmental Health - Weights and Measures	Weights and Measures Management	Tracking of violations, inspections, verification of business, and billing related to Weights and Measures.	DPH	Custom	As Needed	As Needed	Level 3 - Sensitive	Level 1 - Public
DPH-0149-S	Public Health	ADL MDS	Patient data collection	Collects nursing, nutritional, activity therapy, social services and rehab assessment data. Used by LHH: Nursing	Eulisy Fleming 914-591-1800	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
	Public Health	AutoMed FastPak EXP	Medication Packaging	PHI collected: Patient name, date of birth and MRN. Unit does Medication packaging; Used by LHH.	AmerisourceBergen	Custom	Daily	Daily	Level 4 - Protected	Level 4 - Protected

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DPH-0157-S	Public Health	Clintegrity360	Medical Coding software	Providing an efficient way for clinicians to create more complete and compliant clinical documentation, Clintegrity is the HIS encoder for submitting billing claims to PFS and generating OSHPD reporting.	Nuance	Custom	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0162-S	Public Health	Digital Pen Software	Ulcer prevention	On-Time Prevention of Pressure Ulcers system; Form Valuing/Printing - e.g. Ulcers; Used by LHH	Digital Pen Systems	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0166-S	Public Health	FileZilla	File Transfer portal	FTP CURES reports to DOJ;	Atlantic Associates	Custom	As Needed	As Needed	Level 4 - Protected	Level 2 - Internal Use
DPH-0167-S	Public Health	Hospital Consumer Assessment of Healthcare Providers and Systems (HCAHPS)	Consumer surveying	The HCAHPS (Hospital Consumer Assessment of Healthcare Providers and Systems) survey is the first national, standardized, publicly reported survey of patients' perspectives of hospital care.	NRC Picker - National Research Corp	Custom	As Needed	As Needed	Level 4 - Protected	Level 1 - Public
DPH-0175-S	Public Health	MRDD (Mental Retardation Developmental Disability)	Developmental Disability assessment	Mental Retardation Developmental Disability - Assessment by GGRC (Golden Gate Regional Center) stds to track about 50 patients and their history of respite care	LHH	MS Access	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0176-S	Public Health	NeuroPsyc Application (Standalone)	Neuropsych application	Managed/contained on one PC in neuropsych dept	DPH	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0181-S	Public Health	Placement Referral Tracking	Referral tracking	Used to make referrals for admitted patients at SFGH or LHH to outside facilities. Contains patient identifiers, diagnoses, benefits information.	DPH SFGH I/S	Custom	Daily	Daily	Level 4 - Protected	Level 4 - Protected
DPH-0183-S	Public Health	QS/1 Pharmacy	Pharmacy Management	Long Term Care pharmacy system used to fill and bill medication orders. Tracks medications and billing.	QS/1	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0185-S	Public Health	Resident Lookup	Patient location	Quick lookup of in-house residents/location; generation of pictured descriptive 'wanted' flyers for missing patient notification to legal agency.	LHH	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0196-S	Public Health	Unusual Occurrence	Unusual occurrence registry	MS access database for UO reports for LH Risk Management. Report incidents for internal review, M&M and Risk Management	DPH	MS Access	As Needed	As Needed	Level 4 - Protected	Level 2 - Internal Use
DPH-0198-S	Public Health	Waitlist Tracking	Patient admissions	Tracking and statistical reporting of persons waiting for LHH Admissions.	LHH	Custom	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0201-S	Public Health	Encore Delta (Health at Home)	Electronic Health Record	EHR used by Health At Home program.	Delta Health Technologies LLC	Electronic Health Record	Daily	Daily	Level 4 - Protected	Level 4 - Protected

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DPH-0206-S	Public Health	AGFA ICIS	Radiology imaging	Radiology; Clinical use.	AGFA	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0209-S	Public Health	ASI-DENS	Substance Use Treatment outcomes measurement	Used by SFGH, Addiction Severity Index (ASI), treatment outcomes measurement.	Treatment Research Institute	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0211-S	Public Health	HUGS Baby Tracker Child Monitoring System	Baby location monitoring software	An RFID-based Infant Protection System that delivers an unprecedented level of security against infant abduction.	Stanley Healthcare; Advantage Medical Inc. (AMI)	Custom	Daily	Daily	Level 4 - Protected	Level 4 - Protected
DPH-0213-S	Public Health	Bed Control/Tracking	Bed control/tracking	Bed control tracking at SFGH.	Entisys	Custom	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0214-S	Public Health	Cancer Alert System (CAS)	Cancer Alert System	Cancer Alert at SFGH Medical Records: Identifying all hospital cancer cases can be tedious and costly work.	C/NET Solutions	Custom	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0217-S	Public Health	Care Enhance Review Manager Enterprise (CERME)	Care review software	Case/Utilization Management; a browser-based, interactive product that helps automate & streamline the care review process & enables data retrieval & aggregated reporting.	McKesson	Custom	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0220-S	Public Health	CBord	nutritional software	Nutritional System, track diet orders; Used by SFGH & LHH. Receives printed ADT notices from Invision.	The CBORD Group, Inc. 61 Brown Road, Ithaca, NY 14850	Custom	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0221-S	Public Health	Consultation Liaison (CL)	Patient consultation tracking software	Tracks caseload and services for Consultation Liaison	Local	Custom	Daily	Daily	Level 4 - Protected	Level 4 - Protected
DPH-0222-S	Public Health	coPath Plus	Pathology Information	Pathology Information System; Used at SFGH	Cerner	Custom	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0223-S	Public Health	Craneware	Billing software	Specialists in software for health care billing, auditing, chargemaster management and medicare compliance. Used by DPH Business Office	Craneware	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0227-S	Public Health	eCW (eClinical Works)/CareLink SF	Electronic Health Record	Certified eHR for Meaningful Use. Ambulatory Care documentation for all services as well as clinical care. Receives and stores data from other systems, as well.	eCW	Electronic Health Record	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0230-S	Public Health	EPATH	Cancer identification application	An automated cancer identification and reporting solutions; used at SFGH	Artificial Intelligence in Medicine, Inc. (AIM)	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected

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DPH-0234-S	Public Health	Gemweb -ABG, Bld	Medical point-of-care testing	Point-of-Care testing, generates test data containing MRN and clinical test results.	Instrumentation Laboratory (IL-Benelux) CH-Werfen Company USA LLC	Custom	Daily	Daily	Level 4 - Protected	Level 4 - Protected
DPH-0238-S	Public Health	HemaTrax	Blood bank management	Blood Bank Mgt.	Digi-Trax	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0241-S	Public Health	Philips ICCA - Intellivue Critical Care Anesthesia	Intensive Care Unit clinical documentation software	Critical Care; ICU clinical documentation system for nursing and respiratory technician staff;	Philips Medical Systems	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0250-S	Public Health	MAK Med Administration Checking	Medication administration	Utilizes point-of-care barcode technology to automatically validate and document the medication administration process.	Siemens	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0258-S	Public Health	Ophthalmic Imaging Systems (OIS)	Ophthalmic electronic health record	Ophthalmic imaging & informatics solutions with a platform EHR & practice mgmt sys, digital imaging mgmt	Merge	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0265-S	Public Health	PACS wizards (dose, contacts)	Medical documentation	Radiology. Contains dosing information.	Local / In-house	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0267-S	Public Health	Pathlinks	Clinical and financial administration	A tested solution that manages clinical and financial business functions for large and small organizations.	Achieve Healthcare	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0275-S	Public Health	PulseCheck Emergency Dept Charting(PICIS)	Patient Documentation	Emergency Dept Physician and Nurse Charting of all Emergency Department cases.	PICIS, Optum-Insight	Custom	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0277-S	Public Health	Q-Path	Ultrasound software	Designed to meet the specific needs of departments performing ultrasound at the point of care, including Emergency Medicine, Critical Care, Anesthesia, and many others.	Telexy	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0278-S	Public Health	Radiologue -Clinical Image Scheduling/Details	Radiology application	Radiology; a web-based radiology application that enhances communication among; Whiteboard / protoc	Local - UCSF Custom Built	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0281-S	Public Health	Respironics	Sleep/Respiratory Monitoring System	Sleep/Respiratory Monitoring System	Phillips	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0285-S	Public Health	Softmed	Document creation and signature	Used in SFGH Medical Records dept. Document creation & distribution that enable clinicians to develop, edit & electronically sign patient documents	3M	Custom	As Needed	As Needed	Level 4 - Protected	Level 2 - Internal Use
DPH-0287-S	Public Health	Sunquest Lab System	laboratory management	SFGH clinical lab database Lab Management End to End	Sunquest	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0293-S	Public Health	Tracemaster EKG - IntelliSpace ECG	EKG image storage	EKG Management System, stores images.	Phillips	Custom	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected

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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
DPH-0297-S	Public Health	WatchChild Clinical Documentation and Fetal Monitoring	Fetal monitoring	Obstetrics application; functionality includes fetal monitoring and recording; labor and delivery RN	Hill-Rom	Custom	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0304-S	Public Health	Jail Information Management System (JIMS)	Electronic Health Record	Electronic health record for Jail Health Services; replaced CHART. Contains patient identifiers and diagnoses.	JIMS	Electronic Health Record	Daily	Daily	Level 4 - Protected	Level 4 - Protected
DPH-0305-S	Public Health	Medical Respite Application	Medical Respite program administration	SFDPH-developed application that is used by Medical Respite program to manage beds, track patient stays, admissions, discharges, outcomes, etc.	DPH	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0306-S	Public Health	Sobering Center Application	Sobering Center clinical application	SFDPH-developed application that documents all patient stays at the Sobering Center.	DPH	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0307-S	Public Health	San Francisco Homeless Outreach Team (SFHOT) Case Management Application	Case management application	SFDPH-developed application, embedded within the Coordinated Care Management System.	DPH	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0308-S	Public Health	Stabilization Room Reservation System (SRRS)	Reservation of stabilization rooms	SFDPH-developed application used to document client stays in stabilization rooms.	DPH	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0309-S	Public Health	Direct Access to Housing database (DAH)	Housing management	SFDPH-developed application used to track client referrals, applications, stays, discharges, and outcomes in Direct Access to Housing (DAH) funded supportive housing.	DPH	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0318-S	Public Health	ICOMS - Chronic Viral Hepatitis Registry	Chronic Viral Hepatitis Registry	Registry of chronic viral hepatitis, contains protected health information	Custom	Custom	As needed	As needed	Level 4 - Protected	Level 4 - Protected
DPH-0327-S	Public Health	PSYCH/PES eChart	Electronic Health Record	eCharts for Psychiatry and Psychiatric Emergency Services, contains protected health information	UCSF	Custom	Multiple times per hour	Multiple times per hour	Level 4 - Protected	Level 4 - Protected
DPH-0331-S	Public Health	SFDPH Influenza Testing Database	Influenza testing database	Influenza testing records kept by hospitals administered by department of public health, contains protected health information	DPH	Custom	As needed	As needed	Level 4 - Protected	Level 4 - Protected
DPH-0332-S	Public Health	Trauma One	Trauma Registry	A registry of trauma related data for the department of public health administered hospitals, contains protected health information	Lancet Technology	Trauma One	Multiple times per hour	Multiple times per hour	Level 4 - Protected	Level 4 - Protected
DPH-0340-S	Public Health	ARIES	HIV Health Services database for reporting to State and Feds	HIV Health Services data	DPH	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
DPH-0360-S	Public Health	Exchange Microsoft email	Communications	Email system	Microsoft	Custom	Continuous	Continuous	Level 4 - Protected	Level 1 - Public

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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
DPH-0361-S	Public Health	FAMIS / ADPICS	Purchasing	City's Financial System - Budget and Purchasing processing; Used by both LHH & SFGH.. Famis month-end processing.	FAMIS	Custom	As Needed	As Needed	Level 3 - Sensitive	Level 2 - Internal Use
DPH-0362-S	Public Health	First Watch	911 monitoring	911 CAD data translation for real-time system monitoring; 911 response reports and analysis; data going back 10 years; system reports	FirstWatch	Custom	As needed	As needed	Level 4 - Protected	Level 1 - Public
DPH-0365-S	Public Health	Invision ePrescribe	Prescription software	allows providers to prescribe meds Outside the SFGH.	Siemens	Electronic Health Record	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
DPH-0367-S	Public Health	Labor Relations Case Management System	Labor Relations Case Management	Labor Relations Case Management - Contains Employee PHI	DPH	Custom	As needed	As needed	Level 4 - Protected	Level 3 - Sensitive
DPH-0374-S	Public Health	Organizational Intelligence (OI)	Finance / Accounting	OI lifts the veil on cost accounting with expert-level analysis	OI Health	Custom	As needed	As needed	Level 4 - Protected	Level 4 - Protected
DPH-0384-S	Public Health	Standard Populations Database	Reporting database	Reporting database of patient demographics, encounters and special populations (e.g., HIV, maternal delivery, live born infants, alcohol disorder, homeless). Combines patients from Invision, Avatar and JIM.	DPH	Custom	As needed	As needed	Level 4 - Protected	Level 2 - Internal Use
DPH-0386-S	Public Health	ZEISS FORUM - Ophthalmology (Rad)	Ophthalmology software	Ophthalmology software for eye care data and eye disease management.	Zeiss	Custom	As needed	As needed	Level 4 - Protected	Level 4 - Protected
DPH-0387-S	Public Health	ZSFGH Clinical Oncall Schedules	Employee Scheduling	Allow SFGH Clinical Wards to upload physician oncall schedules.	DPH	Custom	As needed	As needed	Level 2 - Internal Use	Level 2 - Internal Use

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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
DPH-0335-S	Public Health	Transbase	TransBASE is being developed to inform a comprehensive approach to understanding health impacts of transportation systems, including safety, access, physical activity, air and noise quality, and health disparities. TransBASE is part of a larger SFDPH-PHES effort to improve city services through San Francisco's Open Data Policy. The goal of open data initiatives is to keep the San Francisco community informed, connected, and engaged with government. To that end, SFDPH-PHES is working to improve the content and accessibility of TransBASE in coordination with City agencies and community partners so that it can help address transportation system safety, sustainability, community health, and equity in San Francisco. The long-term goal is for TransBase to serve as the central data repository for all public health-related transportation data; to be a free and open data resource for the general public to use; and to support inter-agency collaboration, data standards, and data sharing within San Francisco.	Publicly shareable information regarding a range of transportation characteristics as well as data on fatalities and injuries that are shareable while respecting the privacy of individuals	Internally Developed	Open Source	As Needed	As Needed	Level 1 - Public	Level 1 - Public
	Public Health	Nextgate EMPI	Electronic Master Patient Index to create one master account number for patients seen across DPH programs	Patient identifiers	Nextgate	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
LIB-0001-S	Public Library	Integrated Library System	An enterprise resource planning system for a library used to track items owned, orders made, bills paid, and patrons utilizing library materials.	Data is used by the proprietary system developed by Innovative Interfaces Inc. the library's ILS vendor.	Innovative Interfaces Inc.	Sierra	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
	Public Library	Staffnet	Staff use intranet containing employee phone directory; job announcements; draft reports, memos, and meeting minutes, statistics, links to other city systems commonly used by employees (i.e. eMerge)	Data is used by SFPL employees to access relevant data relevant to employment and daily operations of SFPL	n/a Internal webpage designed in-house	Staffnet	Continuous	Continuous	Level 2 - Internal Use	Level 2 - Internal Use

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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
	Public Library	Incident Tracker	Database for tracking and detailing security warnings or incidents that may require suspension of library privileges for a fixed period of time and/or intervention of law enforcement	Data is used by SFPL employees to detail incidents and identify patrons temporarily suspended from library facilities for violations of Patron Code of Conduct or legal violations, and to store Suspension Notices provided to patrons detailing when and why they are temporarily suspended from the public library. Information may include patron's name, age, and/or a physical description	McKula, Inc.	Incident Tracker	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
PUC-0002-S	Public Utilities Commission	Aclara Star Automated Water Meter System	Used to collect water consumption	Collection of Water Consumption from Smart Meters.	Aclara	Aclara Star	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
PUC-0003-S	Public Utilities Commission	Energy Trading and Risk Management	Used for acquisition and load bearing of power	Power Scheduling Software/Electric Settlements	Power Settlement (&) Energy Exemplar	SettleCore (&) Plexos	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
PUC-0011-S	Public Utilities Commission	CCAMS	Used to monitor water quality between main and point of delivery	Customer Cross Connection Backflow Device Tracking	Developed in-house	Cross Connection Assembly Management System.	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
PUC-0012-S	Public Utilities Commission	Currents (Intranet)	Department's Intranet	SFPUC Intranet (in house developed)	Developed by a consultant	SharePoint	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
PUC-0013-S	Public Utilities Commission	eDNA/IPP by InStep	Historical operations data repository	SFPUC-wide Supervisory Control And Data Acquisition operations data Historian	InStep	eDNA	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
PUC-0014-S	Public Utilities Commission	EJWard	Used to track fuel consumption	Fuel Consumption Tracking (including gasoline, diesel and electric)	Oracle	EJWard	Daily	Daily	Level 3 - Sensitive	Level 1 - Public
PUC-0015-S	Public Utilities Commission	Energy Accounting	Used to perform accounting of energy resources	Energy Use and Efficiency Monitoring	EnergyCAP Inc.	Energy/CAP Enterprise	Daily	Daily	Level 3 - Sensitive	Level 3 - Sensitive
PUC-0019-S	Public Utilities Commission	Form 11	Operations summary for Hetch Hetchy Water & Power	HHWP Operations Summary	Developed in-house	Not Applicable	Daily	Daily	Level 3 - Sensitive	Level 1 - Public
PUC-0022-S	Public Utilities Commission	Agile Fleet Commander	Fleet scheduling system	Fleet Management	Agile Access Control	Agile Fleet Commander	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
PUC-0025-S	Public Utilities Commission	GoSolarSF	Project management resources for solar installation projects	Special Projects - Power (in house developed)	Developed in-house	GoSolarSF	Daily	Daily	Level 1 - Public	Level 1 - Public
PUC-0042-S	Public Utilities Commission	Position Control System	Employee and position inventory system	Personnel Position Control System	Developed in-house.	Position Control System	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
PUC-0043-S	Public Utilities Commission	Power MDMS (Hetch Hetchy DataMart)	Water and power generation data	Hydrologic and Power Generation Database	Developed in-house	Power MDMS	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
PUC-0052-S	Public Utilities Commission	Solar & Weather Monitoring	Solar and weather monitoring system	Database for Solar Power and Select Weather Data Tracking	Campbell Scientific	Loggernet	Daily	Daily	Level 3 - Sensitive	Level 1 - Public

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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
PUC-0053-S	Public Utilities Commission	TimeLive	Tracks consultant time for Infrastructure Enterprise	Infrastructure time system for contractors and consultants	LiveTecs	TimeLive	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
PUC-0054-S	Public Utilities Commission	Track-It	Database of IT Help Desk activity	IT Help Desk Software	Track-It	Track-It	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
PUC-0061-S	Public Utilities Commission	SEWNODE	Infrastructure asset management	Tracking the location and general characteristics of drain and inlets to the sewer system.	Oracle	Oracle DB	Daily	Daily	Level 3 - Sensitive	Level 1 - Public
PUC-0063-S	Public Utilities Commission	EI Server	Monitoring of large meters	Large Electric Meter Monitoring	Noneywell	EI Server	Daily	Daily	Level 3 - Sensitive	Level 1 - Public
REC-0001-S	Recreation and Parks	Comet 4	Database used to track and estimate the Facility Condition Index of RPD facilities	A summary of RPD building inventory, an assessment of their physical condition, and cost estimates of needed capital improvements (COMET = Condition Management Estimation Technology).	Parsons Corp	COTS	Not updated (historical only)	Not updated (historical only)	Level 1 - Public	Level 1 - Public
REC-0002-S	Recreation and Parks	CLASS	Issuance of and payment collection for permits issued for the use of RPD sports fields, parks, and facilities	Permit Date, facility/property, and cost; name/organization of permittee	Active Network	COTS	Quarterly	Quarterly	Level 1 - Public	Level 1 - Public
REC-0003-S	Recreation and Parks	Contracts	Database used to track purchase orders	Vendor information; product information; product cost information	Microsoft	Microsoft Access	Hourly	Hourly		
REC-0008-S	Recreation and Parks	MSDSTS	Inform employees of cleaning products, fertilizers, herbicides and other products with chemical components that are approved for use, and inform employees of any safety measures or precautions associated with their application	Material Safety Data Sheet: List of chemicals pre-approved for purchase. Information includes Product Name(s), Manufacturer, Approved Uses, safety considerations, and approval date(s)	Microsoft	MS Excel	Quarterly	Quarterly	Level 2 - Internal Use	Level 2 - Internal Use
REC-0009-S	Recreation and Parks	EHS	Database used to track damage claims against the department, adverse safety incidents, temporary work assignments for injured employees, and employee workplace injuries and illnesses	Employee workplace Injury and Illness reports and public property/safety incident reports; data includes 1) date, time & place of incident, 2) explanation of incident, 3)symptoms of incident, 4) witnesses, 5) summary data of Temp Work Assignments and associated cost/savings	Microsoft	MS Excel	As needed	As needed	Level 4 - Protected	Level 4 - Protected
REC-0012-S	Recreation and Parks	Personnel	Database used to track employee trainings and position appointments	Employee ID info; training requirements; categoricals for whether requirements have been met; trainings completed	Microsoft	MS SQL Server	As needed	As needed		
REC-0014-S	Recreation and Parks	REX	Software system used to track and report calls for service to Park Rangers	Call/Request, Location, Reason for Call, Description of Ranger's response	Microsoft	MS SQL Server	Continuous	Continuous	Level 3 - Sensitive	Level 2 - Internal Use
REC-0015-S	Recreation and Parks	RTS	Database used to track payments to RPD accrued as revenue	Payor, Date, Amount paid, Revenue code	Microsoft	MS SQL Server	Daily	Monthly		

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REC-0016-S	Recreation and Parks	Telecom	Track call activity on RPD's phone system	RPD Call and Charge detail	Microsoft	MS SQL Server	Continuous	Continuous		
REC-0017-S	Recreation and Parks	Telestaff	Scheduling tool for the Park Ranger unit	Employee identifying information, labor costs, work/union rules, shift date, shift length	Kronos	COTS	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
REC-0019-S	Recreation and Parks	WEBTMA	Work Order tracking, scheduling and cost estimating	Project, Task, Location, Hours worked, Trade performing task, hourly labor cost, total project or task costs	TMA Systems	COTS	Continuous	Continuous	Level 1 - Public	Level 1 - Public
REC-0020-S	Recreation and Parks	RPDGIS	Create geographical representations of RPD properties, facilities, and amenities	Geographic and spatial data on RPD properties, facilities, and amenities	Microsoft	MS SQL Server	Continuous	Continuous	Level 1 - Public	Level 1 - Public
REC-0021-S	Recreation and Parks	ActiveNet	Registration system for recreation programs and classes	Recreation class and program information, including, dates, locations, and summary registration statistics	Active Network	Active Net	Continuous	Continuous		
REC-0023-S	Recreation and Parks	Donations	Track donations to the Department	Donor name/entity, donation date, donation amount (\$)	Microsoft	Excel	Monthly	Monthly	Level 1 - Public	Level 1 - Public
REC-0023-S	Recreation and Parks	PFS	Track employees' classifications and supervisor/supervisee relationships; also keeps track of employees' personal information, including home addresses and social security numbers	Employee name, phone number, classification, supervisor, direct reports	Microsoft	Access	Bi-Weekly	Bi-Weekly	Level 4 - Protected	Level 1 - Public
REC-0025-S	Recreation and Parks	EZ Links	Track and manage online golf reservations	Golf course, date & time of reservation, cost, number of players	PGA Tour, Inc.	Tee Sheets	Daily	Daily	Level 2 - Internal Use	Level 1 - Public
REC-0026-S	Recreation and Parks	Internet	Make information about RPD's parks, facilities, and services available to the public	Park hours, locations; class hours, locations, fees; news	Wordpress	Wordpress	Daily	Daily	Level 1 - Public	Level 1 - Public
REC-0027-S	Recreation and Parks	Intranet	post and make available information useful to Department employees	forms, employee contact information, information about internal procedures	Wordpress	Wordpress	Daily	Daily	Level 2 - Internal Use	Level 1 - Public
REC-0028-S	Recreation and Parks	Marina Manager	SF Marina accounting, reservation, and operations management	Berth reservations and vacancies, lease rates, lease payment information	Kord Information Systems	Total Marina Package	Daily	Monthly	Level 3 - Sensitive	Level 1 - Public
REC-0029-S	Recreation and Parks	Nursery Inventory Management Application (NIMA)	tracks plant inventory	Plant type, quantity, order date, cost	Microsoft	SQL	Weekly	Weekly	Level 2 - Internal Use	Level 1 - Public
REC-0031-S	Recreation and Parks	RPS	track and manage hours worked by temporary employees	Employee name, work date & time, # hours	Microsoft	Access	Daily	Daily	Level 1 - Public	Level 1 - Public
REC-0032-S	Recreation and Parks	Sharepoint	staff collaboration and document sharing	documents	Microsoft	Sharepoint	Daily	Daily	Level 2 - Internal Use	Level 1 - Public
REC-0033-S	Recreation and Parks	Strategic Plan	Track RPD's strategic planning initiatives and objectives	Objective, initiative, lead division, support division, timeline	Airtable	Airtable	Annually	Annually	Level 1 - Public	Level 1 - Public

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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
RNT-0001-S	Rent Arbitration Board	Petition and notice tracking system	Petition and other required filings tracking system.	The system of record for eviction notices, petitions, and appeals to the Rent Board	Apple/FileMaker	Filemaker Pro	Continuous	Monthly	Level 3 - Sensitive	Level 1 - Public
	Sheriff	Keefe	Inmate money banking software	Jail, Inmate banking transactions of expenditures and deposits	Keefe	Keefe website	Multiple times per hour	Multiple times per hour	Level 4 - Protected	Level 1 - Public
	Sheriff	Renovo	Online scheduling platform for inmate visits.	Jail, inmate visitation scheduling	Renovo	Renovo website	Multiple times per hour	Multiple times per hour	Level 4 - Protected	Level 1 - Public
	Sheriff	GTL	Inmate phone vendor	Jail, inmate phone account and monitoring system	GTL	GTL website	Multiple times per hour	Multiple times per hour	Level 4 - Protected	Level 1 - Public
	Sheriff	Swap Database	Track/record participation of people in alternatives to incarceration.	Law Enforcement records for those on alternatives to incarceration	Microsoft	Access	Daily	Daily	Level 4 - Protected	Level 2 - Internal Use
	Sheriff	Sirron	Civil unit database	Tracks information about civil court matters: evictions, serving/administering legal documents, etc.	Sirron	Sirron website	As needed	As needed	Level 4 - Protected	Level 2 - Internal Use
WOM-0001-S	Status of Women	VAW Grants Program Performance Metrics	The Violence Against Women Prevention & Intervention Grants Program collects data from its grantees both quantitatively and qualitatively tracking performance and outstanding need.	The Violence Against Women Prevention & Intervention Grants Program data. While no direct identifiers are collected, some data could personally identify a client if enough demographic information tied to program information was exposed. We use this data to track and understand the impact of the grants programs that we fund.	Microsoft	MS Excel	Quarterly	Yearly	Level 3 - Sensitive	Level 1 - Public
WOM-0005-S	Status of Women	CCSF Gender Analyses	Part of the mission of the Commission on the Status of Women is to track and analyze Commission and Board gender-based composition.	Gender Analysis of City Departments	Microsoft	MS Excel	Yearly	Yearly	Level 2 - Internal Use	Level 1 - Public
WOM-0006-S	Status of Women	CCSF Human Trafficking Data	The Family Violence Council gathers member data regarding FamilyViolence and Human Trafficking in CCSF. Data can assist in identifying at-risk populations and gaps in service.	Human trafficking data	Microsoft	MS Excel	Yearly	Yearly	Level 1 - Public	Level 1 - Public
TTX-0001-S	Treasurer-Tax Collector	Aumentum	Tax software for collection, billing and management of trust taxes and regulatory licenses.	Business Tax online filing and data entry documents search - tax billing, collection cashing and special assessments.	Thomson Reuters	Aumentum	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public

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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
TTX-0008-S	Treasurer-Tax Collector	APS	Application for billing false alarms and permit licenses.	System for tracking every alarm site for annual registration and dispatch request for a law enforcement agency to an alarm site.	Alarm Program Systems LLC	Salesforce application Alarm Program Systems - False Alarm Billing and Permit Management Application	Daily	Daily	Level 1 - Public	Level 1 - Public
TTX-0011-S	Treasurer-Tax Collector	Excel and CSS	To open and maintain Children's Savings Accounts (CSA)	Kindergarden to college [K2C] program; save and plan for college starting on the first day of school. Comprised of bank accounts records- college savings funds from depositors; funds held at Citibank	Citibank	CSS and Excel	Daily	Daily	Level 4 - Protected	Level 3 - Sensitive
TTX-0013-S	Treasurer-Tax Collector	Microsoft Excel/SQL	Financial records management	financial records and files for Banking Unit	Microsoft	MS Excel	Daily	Daily	Level 4 - Protected	Level 3 - Sensitive
TTX-0018-S	Treasurer-Tax Collector	Image RPS and ONBASE	System for processing lockbox payments, checks, POS, workflow and imaging.	Cashiering system- payment and correspondence processing, document retrieval, custom queries	Hyland	OnBase	Continuous	Continuous	Level 4 - Protected	Level 3 - Sensitive
TTX-0019-S	Treasurer-Tax Collector	Aumentum	System for tracking, billing and management of regulatory licenses.	Records of regulatory license fees mandated by the San Francis Municipal Code, Part III. It is also responsible for the recording, balancing, reporting of all license payments	Thomson Reuters	Aumentum	Daily	Daily	Level 4 - Protected	Level 4 - Protected
TTX-0020-S	Treasurer-Tax Collector	CSS	Receivables tracking and management system	Delinquent revenue collection software that streamlines and organizes methods of collecting outstanding accounts. It automates debtor accounts, includes correspondence, compilation of court records, medical records, skip tracing records, and payments.	Collection Services Software	Impact HD 2.0	Daily	Daily	Level 4 - Protected	Level 4 - Protected
	Treasurer-Tax Collector	Excel	These are monies deposited with the Office of the Treasurer & Tax Collector by the Public Administrator or any other representative of an estate, for which certain heirs or beneficiaries cannot be located at the time of the estate's distribution.	Estate Name, Absent Hier Case Number, Date of Deposit and amount	Excel	Excel	As needed	As needed	Level 1 - Public	Level 1 - Public

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ID	Department Custodian	Department Name of Data System	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Data Classification - Low
WAR-0001-S	War Memorial	Artifax Event	Theatrical venue scheduling and event management. Necessary data, including name and address, is collected from licensees for their rental or use War Memorial facilities.	Artifax is the War Memorial's theatrical venue scheduling and event management system.	Artifax	Artifax Event	Daily	Daily	Level 3 - Sensitive	Level 1 - Public

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Respondents Document Submission

Young, Victor (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: SOTF, (BOS)
Sent: Tuesday, September 3, 2019 11:00 AM
To: Gerull, Linda (TIS); D'Amato, Nina (TIS)
Cc: '79182-05441065@requests.muckrock.com'
Subject: SOTF - Complaint Filed with the Sunshine Ordinance Task Force - File No. 19094
Attachments: SOTF - Complaint Procedure 2018-12-05 FINAL.pdf

Good Morning:

Linda Gerull and the Department of Technology have been named as Respondents 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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