Completed by: C. Leger

SUNSHINE ORDINANCE TASK FORCE AGENDA PACKET CONTENTS LIST

<u>Compliance</u>	and Amendments Committee	Date:	October 22, 2019
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Date

^{*}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. Thank you.

79182-05441065@requests.muckrock.com

Sent via Google Forms Email

CITY AND COUNTY OF SAN FRANCISCO



DENNIS J. HERRERA City Attorney

OFFICE OF THE CITY ATTORNEY

MARC PRICE WOLF
Deputy City Attorney

Direct Dial:

(415) 554-3901

Email:

Marc.Price.Wolf@sfcityatty.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

FOX PLAZA • 1390 MARKET STREET, 7th FLOOR • SAN FRANCISCO, CALIFORNIA 94102-5408 RECEPTION: (415) 554-3800 • FACSIMILE: (415) 437-4644

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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?
 - O 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 petition, and where otherwise desirable, this determination shall be in writing. Upon the determination by the supervisor of records that the record is public, the supervisor of records shall immediately order the custodian of the public record to comply with the person's request. If the custodian refuses or fails to comply with any such order within 5 days, the supervisor of records shall notify the district attorney or the attorney general who shall take whatever measures she or he deems necessary and appropriate to insure compliance with the provisions of this ordinance.
- (e) If the custodian refuses, fails to comply, or incompletely complies with a request described in (b) above or if a petition is denied or not acted on by the supervisor of public records, the person making the request may petition the Sunshine Task Force for a determination

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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.
- (I) 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.

- 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.
- 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.
- 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.

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

(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. 19095

Anonymous v. Dennis Herrera and the Office of the City Attorney

Date filed with SOTF: 8/30/19

Contacts information (Complainant information listed first):
Anonymous (79182-05441065@requests.muckrock.com) (Complainant)
Dennis Herrera, John Cote, (John.Cote@sfcityatty.org), Elizabeth Coolbrith
(Elizabeth.Coolbrith@sfcityatty.org), Office of the City Attorney (Respondent)

File No. 19095: Complaint filed by Anonymous against Dennis Herrera and the Office of the City Attorney 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

Young, Victor (BOS)

From:

Anonymous <arecordsrequestor@protonmail.com>

Sent: To: Thursday, October 3, 2019 1:41 PM 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 <u>portion</u> 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

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 sym 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.

¹https://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" as "(of individual works) brought together in one volume or edition" and "collect" 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.

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

³https://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

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:

SF20Inventory20of2020Citywide20Enterprise20Systems20of20Records20Gov20Code206

270.5.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

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%3ALXloZ_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 throu order to better track, share, and manage public records requests. Also note that improperly requester's name rather than "MuckRock News" and the department number) requests migundeliverable.	addressed (i.e., with the
	•
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).	

<pre>Questions about your request? Reply to this email or sign in to contact staff at Francisco. Technical support: See our <a href="https://www.nextrequpage</pre></th><th></th></tr><tr><td></td><td></td></tr><tr><td></td><td>· · · · · · · · · · · · · · · · · · ·</td></tr><tr><td>On Sept. 11, 2019:
Subject: Your San Francisco public records request #19-3663 has been published.
San Francisco</td><td></td></tr><tr><td>*********************</td><td></td></tr><tr><td>Hi there</td><td></td></tr><tr><td>Record request #19-3663 has been published and is now available for public view.</td><td></td></tr><tr><td>*********************</td><td></td></tr><tr><td><pre>Questions about your request? Reply to this email or sign in to contact staff at Francisco.
</br>Technical support:</pre>/em> See our <a href=" https:="" pre="" www.nextrequeste<="">/a></pre> <td></td>	
	5
	•
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.

<pre>Questions about your request? Reply to this email or sign in to contact staff at San Francisco. Technical support:</pre> 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).

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

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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 SanFrancisco.
</br>Francisco.
/br>Technical support:/em> 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(I).

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(I).

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:

 $https://accounts.muckrock.com/accounts/login/?url_auth_token=AAAuFBaWTyfyRXNxLh3MkFOGTxo%3A1i84Ya%3ALXI/oZ_xf6r0wz7ebTaxf2ohC7O0\&next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Fsan-francisco-city-attorney-797%252Fsb-272-enterprise-systems-immediate-disclosure-request-79182%252F%253Femail%253Dsotf%252540sfgov.org$

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.



P 65

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

lD .	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 justise 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 justise 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	сотѕ	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,	COTS	Continuous	Continuous	Level 4 -	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	сотѕ	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

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

סו	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		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/FileMa ker	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	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)		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		This database stores and manages custodial staff shift rotation and timesheets	Homegrown	MS Access	Daily '	Daily	Level 3 - Sensitive	Level 2 - Internal Use

P 6 /

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	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)	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	comments, and to coordinate responses	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	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)	-	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)		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 and awards	Captures all information submitted through the agency's grants applucations, scoring and notes from panelists and detaisl about the awards. Data is exported and imporated 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/FileMa ker	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 civc 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-	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 Commision 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)	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, inlcuding 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)	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

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	Data collected via annual youth survey	Microsoft/Sur veyMonkey	MS Excel	Yearly	Yearly	Protected	Level 4 - Protected
The state of the s			Environment and Safety, Linkages with teh School Day, and Intentional Skill Building. Demographic details about the youth are also collected through the survey.							
The state of the s	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 metings data: Agenda, Minute, Memo and Resolution. Year:1948-Current. Size: 15,788 records	Microsoft	MS SQL Server	As Needed	As Needed		Level 1 - Public
CII-0002-S	Community Investment and Infrastructure	Forward Calendar	Tentative items to be presented before Commission and Oversigth 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

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.	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

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 grant management software.	Tekmeca	Total Grant Solutions	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
ECN-0010-S	Economic & Workforce Development	Employment Training Panel	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-0011-5	Economic & Workforce Development	Jobs Portal	, , ,	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		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	, , ,	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	ballots through tabulation process,	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 votiming 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)	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

. 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	_	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

. al	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, supervisoral 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-0021S	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

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.	. Vicrosoft	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

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 Deparment 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		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	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		Wages and penalties recovered for Minimum Wage Ordinance & Paid Sick Leave Ordinance by month	Microsoft ·	MS Excel	Dajily	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	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.		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		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

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	M\$ Excel	Daily	Monthly	Level 3 - Sensitive	Level 1 - Public
	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
	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
	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

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 lesses 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/ xmi/ 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	Information System	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

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	Vicrosoft	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

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		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	, , , , , , , , , , , , , , , , , , , ,	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 -	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

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-0002-5	GSA - Technology	SFGIS System of Record PostgreSQL/ArcSDE database	internal source of both restricted and	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		To track, and report on, the website traffic for all of the City's web properties that are hosted on the City's Drupalbased web content management system.	Contains counts of page visitions, 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		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	-	,
HRĆ-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
	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	Continuous	Continuous	Level 4 - Protected	Level 4 - Protected
						Living Skills Program		•		
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, inlcuding tracking of different Capital funding pools.	FileMaker and Microsoft	FileMaker and MS Excel	Continuous	Continuous	Level 1 - Public	Level 1 - Public

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 projectsDatabase 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

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	Vicrosoft	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.	Saleforce	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. Demogrpahics 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

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 afforable 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	Microsoft	MS Excel	Continuous	Continuous	Level 3 - Sensitive	Level 3 - Sensitive
•				(issue and expiration date) Demogrpahics including SOGI.						
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

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 A Classification - High	Data Classification - Low
MYR-0025-S	Mayor	f	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		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, Buidling 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		Used to track recipients of HOPWA housing subsidy Program, a housing prioritization program for low-income people living with HIV.	HOPWA subsidy recipiant 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	BikeShare		Bike usage for bike share program	Alta/BikeShar e	Alta/BikeShare	Continuous	Quarterly	, mgr.	
	Agency									
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		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-0013-5		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		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		SharePoint - SPATS	44	Action tracking within the SFMTA	Microsoft	Sharepoint	Continuous	Continuous	Level 2 - Internal Use	Level 2 - Internal Use
MTA-0023-S		EcoSys		project managment software	EcoSys	EcoSys	Daily	Daily	Level 2 - Internal Use	Level 2 - Internal Use
MTA-0024-S		Primavera		project managment software	Oracle	Primavera	Daily	Daily	Level 3 - Sensitive	Level 3 - Sensitive
MTA-0025-S		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		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		Cubic System .		Transportation management system for operations	Oracle	Oracle DB	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public
MTA-0031-S		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	Accela based system for tracking permits, performance measures, time accounting, etc	Accela	сотѕ	Continuous .	Continuous	Level 3 - Sensitive	Level 1 - Public
CPC-0003-S	Planning	GIS Database	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		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 rational 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 Departments 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 systems has been utilized for over 30 years to	Legacy Record Management System	Custom	Daily	Daily	Level 3 - Sensitive	Level 3 - Sensitive
				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.						F
POL-0003-S	Police Department	Laserfiche -	System of record	System for scanning, sorting and imagining Incident Reports.	aserfiche	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 rational 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	AirlT	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

1D	Department	Department Name of Data	Purpose	General description of categories or types of data	Vendor	Product	Frequency Data	Frequency	Data Classification -	Data Classification -
	Custodian	System					Collected	Data Updated	High	Low
PRT-0004-S	Port	Enterprise Asset	E-Business management platform used	Management of various Port assets and work	Oracle	EBS eAM	Continuous	Continuous	Level 3 -	Level 3 -
		Management	for managing maintenance of assets	requisition and scheduling for the Port maintenance staff		·			Sensitive	Sensitive
PRT-0005-S	Port	Geographic Information	Mapping and spatial data analytics	Management of Port facilities and parcels	ESRI	GIS	Continuous	Continuous	Level 3 -	Level 1 - Public
		system	program						Sensitive	
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	A program used to streamline and	South Beach Harbor berth records	Nautical	The Marina	Continuous	Continuous	Level 2 -	Level 2 -
		management and '	market marina services, reservations	•	Software	Program			Internal Use	Internal Use
		scheduling	and paymemnts		, Solution					
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	Interactive map of Port projects	Autocad	Map 3D	Continuous	Continuous	Level 2 -	Level 2 -
			program						Internal Use	Internal Use
PDR-0001-S	Public Defender	hubDATA	Help us keep track of cases handled	Public Defender's work product and case	Microsoft	MS Access	Continuous	Continuous	Level 4 -	Level 4 -
				outcome reporting system.					Protected	Protected
PDR-0003-S .	Public Defender	Investigation	Help us keep track of investigation	Database of investigation requests submitted by	Microsoft	MS Access	Continuous	Continuous	Level 4 -	Level 4 -
			requests	the attorney to the investigator, outlining the					Protected	Protected
				work requested and due dates.						
DPH-0002-S	Public Health	Avatar	Electronic Health Record	The Clinical portion of the Avatar System.	Netsmart	MH/SA	Continuous	Continuous	Level 4 -	Level 4 -
				Contains: Treatment Plans, Assessments,		Electronic			Protected	Protected
				Progress notes, etc. for all San Francisco Mental		Health Record				
-				Health and Substance Abuse programs.				٠.		
DPH-0005-S	Public Health	Infoscriber (aka	E-prescription software	The portion of the Avatar project that allows for	Netsmart	MH/SA	Daily	Daily	Level 4 -	Level 4 -
		OrderConnect)		E-prescribing. Contains patient and prescription		Electronic			Protected	Protected
				data:		Health Record				
DPH-0006-S	Public Health	Methasoft	Methadone dispensing	Track dispensing of methadone for methadone	Netalytics	Custom	Continuous	Continuous	Level 4 -	Level 4 -
				programs.					Protected	Protected
DPH-0009-S	Public Health	Teleforms v.10.2	Form creation software, used for	Form design/scanning App; main use: survey	Hershey	Custom	As Needed	As Needed	Level 4 -	Level 2 -
			confidential client surveys	scanning. Used to create client satisfaction surveys.	Technologies				Protected	Internal Use
DPH-0010-S	Public Health	VisualSuperscript	Pharmacy administration	For CBHS Pharmacy use at 1380 Pharmacy	DAA	Custom	Continuous	Daily	Level 4 -	Level 4 -
				• .	Enterprises,				Protected	Protected [*]
					Inc. (800)					
					359-5580					
DPH-0017-S	Public Health	CalMeds	Determining patient eligibility	Web-based State Patient Eligibility and Share of	State	online database	Continuous	Daily	Level 4 -	Level 4 -
	1	1	I .	Cost Verification; Used by LHH and SFGH	1	1			Protected	Protected

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-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	Ļevel 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
DРН-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 Communicabl e 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 Communicabl e 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 Communicabl e 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 Communicabl a 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 Communicabl e Disease Control Unit	Custom	· As Needed	As Needed	Level 4 - Protected	Level 4 - Protected

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-0064-S	Public Health	Integrated Case and Outbreak Management System (ICOMS) - WNV module	Disease Outbreak Management	Risk factor and exposure information for WNV	SFDPH Communicabl e 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 Accting	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

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-0085-S	Public Health	MLAB	Public Health Laboratory database	Public Health Laboratory database Includes confirmatory HIV testing, STD testing, microbiology	Common Cents Systems, Inc.	Custom	As Needed	As Needed	Level 4 - Protected	Level 4 - Protected
					4701 Trousdale Dr, Ste 119, Nashville, TN 37220					
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	(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		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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. 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	Classification - High	Classification - Low
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 webside 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	Enviromental 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	Enviromental 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.	AmerisourceB ergen	Custom	Daily	Daily	Level 4 - Protected	Level 4 - Protected

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-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.	ЭРН 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

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-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

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-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.	Instrumentati on	Custom	Daily	Daily	Level 4 - Protected	Level 4 - Protected
					Laboratory (IL-Benelux) CH-Werfen Company					-
				·	USA LLC	, , , , , , , , , , , , , , , , , , , ,				
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)	Opthalmic 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.	FICIS, 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 Oustom 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	Philllips	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

	Department	Department Name of Data		the with CA Government Code 0270.3 (passed via 3)			Frequency Data	Frequency	Data 🔭	Data
ID.	Custodian	System	Purpose	General description of categories or types of data	Vendor	Product	Collected	Data Updated	Classification - High	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 heptitis, 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 adminstered 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

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	FAMIS	Custom	As Needed	As Needed	Level 3 -	Level 2 -
				processing; Used by both LHH & SFGH					Sensitive	Internal Use
				Famis month-end processing.						
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-\$	Public Health	Invision ePrescribe	Prescription software	allows providers to prescribe meds Outside the	Siemens.	Electronic	Continuous	Continuous	Level 4	Level 4 -
				SFGH.		Health Record			Protected	Protected
DPH-0367-S	Public Health	Labor Relations Case	Labor Relations Case Management	Labor Relations Case Management - Contains	DPH	Custom	As needed	As needed	Level 4 -	Level 3 -
		Management System		Employee PHI					Protected	Sensitive
DPH-0374-S	Public Health	Organizational	Finance / Accounting	OI lifts the veil on cost accounting with expert-	OI Health	Custom	As needed	As needed	Level 4 -	Level 4 -
		Intelligence (OI)	-	level analysis	· ·			•	Protected	Protected
DPH-0384-S	Public Health	Standard Populations	Reporting database	Reporting database of patient demographics,	DPH	Custom	As needed	As needed	Level 4 -	Level 2 -
		Database		encounters and special populations (e.g., HIV,					Protected	Internal Use
			•	maternal delivery, live born infants, alcohol						
	-			disorder, homeless). Combines patients from	j))			
				Invision, Avatar and JIM.						
DPH-0386-S	Public Health	ZEISS FORUM -	Ophtalmology software	Ophthalmology software for eye care data and	Zeiss	Custom	As needed	As needed	Level 4 -	Level 4 -
		Ophthalmology (Rad)		eye disease management.					Protected	Protected
DPH-0387-S	Public Health	ZSFGH Clinical Oncall	Employee Scheduling	Allow SFGH Clinical Wards to upload physician	DPH	Custom	As needed	As needed	Level 2 -	Level 2 -
		Schedules		oncall schedules.					Internal Use	Internal Use

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DPH-0335-S	Public Health	Transbase	a comprehensive approach to understanding health impacts of transportation systems, including safety,	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
			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, SPDPH-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						,	
	Public Health	Nextgate EMPI	inter-agency collaboration, data standards, and data sharing within San Francisco. Electronic Master Patient Index to create	Designat identifiers	Nextgate	Custom	As Needed	As Needed	Level 4 -	Level 4 -
		C .	one master account number for patients seen across DPH programs	Patient identifiers	Nextgate	Custom	As Needed	As Needed	Protected	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		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	Data is used by SFPL employees to access relevant data relevant to employment and daily operations of SFPL.	n/a Internal webpage desinged in- house	Staffnet	Continuous	Continuous	Level 2 - Internal Use	Level 2 - , Internal Use
			(i.e. eMerge)							

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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	SEPUC 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, deisel 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-0022-5	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 Gen eration 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

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	El Server	Monitoring of large meters	Large Electric Meter Monitoring	Noneywell	El 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	сотѕ	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	сотѕ	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	with chemical components that are	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 assignemnts 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	Aś 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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lo ·	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-0017-5	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-Weekiy	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 informationm, 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
REC-0032-S	Recreation and Parks	Sharepoint	staff collaboration and document sharing		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

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/FileMa ker	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	Yeariy	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 cashiering and special assessments.	Thomson Reuters	Aumentum	Continuous	Continuous	Level 3 - Sensitive	Level 1 - Public

, 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 -
TTX-0008-:	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	Daily	Daily	Level 1 - Public	Level 1 - Public
						Alarm Billing and Permit Management Application				
TTX-0011-	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. Comprise of bank accounts recordscollege savings funds from depositors; funds held at Citibank	Citibank	CSS and Excel	Daily	Daily	Level 4 - Protected	Level 3 - Sensitive
TTX-0013-9	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-0018-5	Treasurer-Tax Collector	Image RPS and ONBASE	System for processing lockbox payments, checks, POS, workflow and imaging.	Cashiering system- payment and corespondence processing, document retrieval, custom queries	Hyland	OnBase	Continuous	Continuous	Level 4 - Protected	Level 3 - Sensitive
TTX-0019-9	Treasurer-Tax Collector	Aumentum		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-0020-5	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

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		1	Artifax is the War Memorial's theatrical venue scheduling and event management system.	Artifax	Artifax Event	Daily	Daily	Level 3 - Sensitive	Level 1 - Public

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 Dcpt. 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.
- \dots (elided 3 7)

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

^{2&}quot;(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 / $67.29-5^3$). 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.

 $^{^{3}}$ 67.29-5 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 multipdepartmental 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".

** 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(I).

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(I).

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

I look forward to your immediate disclosure.

Sincerely, Anonymous

EXHIBIT 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-enterprisesystems-of-record/ebux-gcng. 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 Office of City Attorney Dennis Herrera (415) 554-4685 Direct www.sfcityattorney.org Find us on: Facebookhttps://www.facebook.com/sfcityattorney/ Twitter<https://twitter.com/SFCityAttorney> Instagramhttps://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(1)."

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(I)).

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(I)." 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(I)).

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Sincerely, Anonymous



 ${\tt REQUESTORS_EXPORT_Inventory_of_citywide_enterprise_systems_of_record.pdf}$

☐ Download

Inventory_of_citywide_enterprise_systems_of_record

10 Department Cortods	Department Harm of Data System	Purpose	"Ceneral description of categories or types of data	Vendor Product	Frequency Data Collected	Frequency Data Updated	Data Classification - High	Date Classification - Low
CAT-0001-8 City Allomey	CayLaw Coms Management module	Record Government Code cisins Red with the City.	Records Government Code claims fied with the City	Cycom Dola Systems Chylan	As Needed	As Needad	Lavel 4 - Protected	Lavel 1 - Public
CAT-0002-S City Attorney	C-lyLaw Collection Management module	Record correction process information to correct costs for damage to Gity property.	Records collection matters pursued by the City	Cycom Dala Systems C-byLavr	As Needed	As Needed	Level 4 - Protected	Lavel 1 - Public
CAT-COCO-S City Allorney	CityLaw Litig at on Management module	Record civil bresulu filed against the City.	Records lawrants fied by and against the City	Cycom Data Systems Coytaw	As Needed aA	As Needed	Lavel 5 - Hestricted	Lavel 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,

[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: Facebookhttps://www.facebook.com/sfcityattorney/
Twitterhttps://twitter.com/SFCityAttorney

Instagramhttps://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 ...



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(I).

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(I).

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.

Hook 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 ...



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). **

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I look forward to your immediate disclosure.

Sincerely,
Anonymous

EXHIBIT F

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054- City Administrator's OCAMPite Dids Protection of the sector of the sector Did Administrator's CCA-Appointment system (Page of the SAA City Administrator's Capital Funning Reporting Database (CPRs) Innered Inperior		Parfect Commerce COTS		Dafy	Tawai 2 -	Lavel 2 - bylamai Use Lavel	ovel 2 - Internal Use
GSA-City Administrator's CCA-Appointment system hake one sees in Econy City appointment. Softice Other Complete Principle Proporting Delaborate (CPR4) interest impact repeats exam.	A STATE OF THE PARTY OF THE PAR	dis		Continuous Continuo		Lavel 4 - Protected Lovel	Lovel 1 - Public
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Office	Wadding Apparlament Phighs Inquired Institution of the Second Parlament to Behalf patients for the behalf of the second their of the Andrey Brough		MS SQL Server	Monthly Monthly			Lavel 1 - Public
	The ground benefit for the regional and officers for the state of the						

ADM-0050- 5 ADM-0051-	CCA Charterian	CPG-Capital Plan Spreadsheet	Copertmental spreadsheet of building related capital asset planning dam,	The Master Capital Pion Workbook aggregates FRRM renewal date, and CPRd enhancement date, to generate the breakful tables and	M crosoft	MS Excel	Detr	Cuptlerly	Lovel 1 - Public	Level 1 - Public
ADM-0051-	Office	l		charts for each chapter of the Capital Plan.	<u> </u>					
!-	GSA - City Administrator's Office	ADM-2 yr Capilal Budget Spreadsheet	Budget and Pigneling Department Excel spreadshoots for all OSA Dept budgets.	The Budget workbook for each PC appropries and termals at Capital Budget requests from CPRd.	M crosoft	MS Excel	Whiskly	GlannusPy	Lovel 1 - Public	Lavel 1 - Public
ADM-0082-	GSA - City Administrator's	R&R-Private Schools Database	Listing of BF private activos salemic status	Tracking delabase for research or salamic solety of SF private schools buildings.	M crosoft	MS Excel	Caty	Youtly	Level 2 - Internal Use	Level 1 - Public
ADM-0533-	GSA - City Administrator's	R&R-Soft Story Database	List of BF buildings at Nigher than everage selamic visit.	Co-maintained with DBI, tracking document for compliance with the Mandatory Soft Story Retroft Program	Marcsoft	MS Excel	Cuty	Yearly	Level 2 - Internal Use	Lavel 1 - Public
ADM-0035-	GSA - City Administrator's	OLSE-MWO claim log	DIJE Casa Management System	Maximum Wage Critinance case data (artibiding back wages and penalties payment tracking)	Microsoft	MS Access	Daly	Monthly	Level 4 - Protested	Lavel 4 - Protected
ADM-0054-	GSA - City Administrator's	OLSE-Wages recovered ? MWO & PSLO	CLSE Case Monagement System	Wages and penalties recovered for Ninkman Wage Ordizance 1 Paid Sick Leave Ordinance by month	Microsoft	MS Excel	Dally	Monthly	Lavel 4 - Protected	Lavel 4 - Protected
ADM-0057-	Olice	<u> </u>	OLDE Care Management System	Pad Sick Leave Ordinance case data (ercluding back wagas and penalties payment fracting)	Microsoft	MS Excel	Daily	Monthly	Level 4 - Protected	Cases 4 - Projected
5	Office		OLSE Cate Management System	Health Cur Security Ordinance case data			Daly	Manifrly	Level 4 - Protected	Level 4 - Protected
ADM-0058-	Office	OLSE-HCSO cases		· ·	Microsoft	MS Excel		l		
ADM-0039-	GSA - City Administrator's Office	OLSE-MCO HCAO claim log	OLSE Case Management System	Me/mum Componention & Health Care Accountiability Dictinance case data	Microsoft .	MS Excel	Daily	Monthly	Laver 4 - Protected	Lavel 4 - Protected
ADM-0001-	GSA - City Administrator's Office	OCA-City Contracte database	OCA bid tracking database. Will be replaced by PeopleSoft in 7/2517	Date on bide, colondar for probléfyrecon meetings	Vicrosoft	MS Outlook	Daty	Monthly	Lavel 3 - Secultive	Level 1 - Public
ADM-0002-	GSA - City Administrator's	OLSE-Prevalling Wage case log	OLSE Case Management System	Prevering Wage case date	Vicrosoft	MS Excel	Dally	Monthly	Level 4 - Protected	Level 4 - Protected
ADM-0105-	GSA - City Administrator's	RED-CMMS- use of DPW's Infor system.	HED maintenance management system	Conscularized Maintenance Memograment System (CA)MS) is an ordine application which manages REO's properties' work orders received from cuty appendies and onsures work orders are completed	Irlor	EAM (Enterprise Asset Management)	Daily	Monthly	Level 4 - Protected	Lavel 1 - Public
ADM-0109-	Office - GSA - City Administrator's	128 & 148 Walver Dalabase		The 12B & 14B Welver Database is used to track information on 12B and 14B walvers received and processed by CMD.	ly icrosoft	MS Access	Caly	Monthly	Level 3 - Sensitive	Level 1 - Public
5 A0M-0112-	Office GSA - City Administrator's	TIDA-Clipper Cove Permit Log	Litat of Anghorage Permiter TIDA	McConne Conn. Authorized Complete Institute for TDA was proported by treated to best of Bornet F toward upon 1950 or 6.5 toward money.	ly lorosoft	MS Excel .	Daly	Monthly	Lovel 3 - Sensitive	Lavel 1 - Public
8	Office	<u> </u>	· ·	All Copper Cove Anchorage Permits Lexical by TIDA are logged and inacked to include Permit J. Vessel Instruc. USGG or CF A, Wassel owned operator name, content information, and date of Permit Issuence and Permit explan	Į				<u> </u>	
ADM-0115-	Office	TIDA- "Contact TIDA" responses	i	inquiries to TIDA, submitried through a standardized submitrial form located on the TIDA verbate, by members of the public are collected in a Georgia distalates kept on TIDA's Georgia Drive account.	<u> </u>	Google Drive (Cloud Storage and File Backup)	Daty	Manibly	Level 3 - Sensitive	Lovel 2 - Internal Use
ADM-0116- 6	GSA - City Administrator's Office	TIDA- "Development Contracting Opportunities" responses		consists resolutions' and unit year storms, were bosistoring obbusiness and an eventuence are recorded a session of measurement of measurements.	Coogle	Google Sheets	Daly	Monthly	Level 3 - Sanskiye	Level 2 + Internal Use
ADM-0117-	GSA - City Administrator's Office	Office of Cannable: Temp Retail Permit Tracker	Permit Management	Permit Management-Temporary Retail permits	Microsoft	Excel	Coty	Dally	Level 4 - Protected	Level 1 - Public
ADM-0123-	GSA - City Administrator's Office	TIDA-Property Spreadshoets	List of durron impriest rate for real estate losses-TIDA	TIDA tracks market rate housing, affordable housing, residential housing, stilled felds, and commercial subteases*	Nilcrosoft .	MS Excel	Dely	Menshly	Level 3 - Sensitive	Level 1 - Publis
ADM-0124-	GSA - City Administrator's	TIOA-Master Leasing Pipeline	List of sublesses, special events and Firming permits- YDA	TIDA keeps a log of all Subcases, Special Event, and Film Use points	Alicrosoft	MS Word	Daly	Monthly	Level 1 - Public	Lavel 1 - Public
ADM-0120-	GSA - City Administrator's	EC-Promotor Registry/ Entertainment	Litt of octive SF event promolers	Mandatory list of registered premoters working in Sun Francisco; exaliable at: <u>http://wienengeler.iligov.om/promoters.ikil</u>	C epartment of Technology	DrupsV xmV html	Daly	Daily	Level 1 • Public	Level 1 - Public
ADM-0129-	Office	CS-Fleet Tracking System	30 day bg of recent which activity	Real lime monitoring of vehicle speed, incarion, and vehicle tritiation status.	L SA Fleet Solutions	Network Fleet 5000	Continuous	Continuous	Level 3 - Sepsible	Level 3 - Sensitive
4004-0131-	Office GSA - City Administrator's	CMD-128 Equal Banefils Certification	Wat be replaced by PeopleSoft in 7/2017	The LBE cirtification database is used to track, quality, and process errolment of applicants into CMC71's 128 Equal Benefits program.	Microsoft	MS Access	Date	Manihb	Level 3 - Senstive	Level 2 - Intertal Use
3	Office	Databasa	1				As Needed		Lavel 1 - Public	Lavel 1 - Public
5 ADM-0123-	Office	City-Operated Drone Flight Summary Database	SHI REPORTED GROUP SCHINIT BY THE BURBLE	the citot. Decertments are required to submit drone sight summary information to the Open Data Portal within 48 hours of each bight.	l	Sharepoint	Continue	Castleman	Lavel 2 - Internal Lice	Lavel 1 - Poblic
8 8	GSA - City Administrator's Office	Entertainment Commission Chapter 116 Tracking	<u> </u>	enangement,	Cigital Services (ADM)	DrupaV xmV html		Commission		
ADM-0125-	GSA - City Administrator's Office	Firm Step ·	Parril Managarcant System	private and commercial permits for events, noise, stc.		Drupal/xml/ himi	Daly	Daily	Lavel 3 - Sensitiva	Level 3 - Sansiliva
A-0120-	GSA - City Administrator's Office	Office of Cannable: Screendoor	Pernil Management	Permit Management, register apps list, Verified Equity, Depensary	Sicreendoor	Screendoor for Government	Daily	Daily	Level 4 - Protected	Level 1 - Public
CO MOIST.	GSA - City Administrator's	Office of Cennable; Salesforce	Confidential application verification ·	Pennii Managemeni-Article 18 (Regular) Relat and ottor pennits	Falesforce	Salesforce	Daly	Daily	Level 4 - Protected	Level 2 - Internal Use
P.S.	GSA - City Administrator's	OLSE-LCP Tracker	Track Certified payers) of contractors	Public works project certified payral data	LCP Tracker	NeV SQL	Daly	Daily	Level 4 - Protected	Level 1 - Public
NEW	GSA - City Administrator's	OLSE-LCP Tracker	Track Certified payrell of certimeters	Public works project contined payred data	I CP Tracker		Daty	Delly	Lavel 4 - Protected	Lovet (• Public
DPW-0001-	GSA - Public Works	GIS Basemap Maintenance	Dity Basomep makisanance system	Coy Basemap mahilanance system	Microsoft	MS SQL Server	Doly	Doly	Level 1 - Public	Lavel 1 - Public
DPW-0000-	GSA - Public Works	CRIS - Curb Ramp Information System	Curb Namp Inventory and Inspection tracking	Curb Ramp Inventory and Inspection modifying	Microsoft	Web Application/MS SQL Server	Daly	Daily	Lavel 4 - Protected	Level 1 - Public .
DPW-0005-	GSA - Public Works	Street Space Permits / Parking Signs	Permit system for tracking, Inspection, assigning contractor parking in the right of way	Pormit system for tracking, inspection, easigning contractor parking in the right of way	Microsoft	Web Application/MS SQL Server				
DPW-0011-	GSA - Public Works		remit system for stacking, inspection, assigning positional or parking at the right of way			AND WITH VALUE OF A STATE SELACE	Daily	Delly	Level 1 - Potsie	Lovel 1 - Public
DPW-0017-		Tree Management System		Tizo Inventory and Inspection Inativng	Merosoft	MS SQL Server	Daily	Cely Cely	Level 1 - Poteis Level 4 - Protested	Lovel 1 - Public
	GSA - Public Works	Tree Management System RSIS - Roadway Structure Information System		Too Investory and Inspection Institutes Flackway Enventory and Engacion make Institute Flackway Enventory E	L		1 '		<u> </u>	
DPW-0010-	GSA - Public Works	RSIS - Roadway Structure Information System Street-Use Pormit System	This himorlay and happedick lacking Paddway himorlay and Shipedian safet backing Street can permit ayacim Phabo Hahra fight of possib management ayatim	Flashway lovestary and inspection milting hacking Secel Las permit system: Public Works right of permit menagament system	Alcrosoft Alcrosoft	MS SQL Server Web Application/MS SQL Server Web Application/MS SQL Server	Dally	Dely	Level 4 - Protected Level 1 - Public Level 1 - Public	Level 1 - Public Level 1 - Public Level 1 - Public
DPW-0016- B DPW-0016- B	GSA - Public Works	RSIS - Roadway Structure Information System Street-Use Pormit System	This himorlay and inspection leading Reading himoropy and Repection raths tracking Reading himoropy and Repection raths tracking Street cale permit systems Problem Works hight of possible himoroporagest system Problem Condition, Impaction and communities prioritization expelans.	Readvey Inventory and Inspection making tracking	Alcrosoft Alcrosoft	MS SQL Server Web Application/MS SQL Server	Dally Monthly	Dely	Level 4 - Protected Level 1 - Public	Level 1 - Public Level 1 - Public
DPW-0010- 0 DPW-0010- 0 DPW-0010-	GSA - Public Works	RSIS - Roadway Structure Information System Street-Use Permit System SF Pavement Management Information System - MTC StreetSaver V8 Computations Medicanages Management	The knowley and happellon leaching Readway knowley and happellon raising tracking	Readway freezory and inspection staffs baseling Stores less pueral eyetoms Padilo labels of plat of power consequenced synton Paulog condition, inspection and construction products alon prysions.	[Alcrosoft	MS SQL Server Web Application/MS SQL Server Web Application/MS SQL Server	Only Monthly Casy	Dolly Monthly Dolly	Level 4 - Protected Level 1 - Public Level 1 - Public	Level 1 - Public Level 1 - Public Level 1 - Public
17	GSA - Public Works GSA - Public Works GSA - Public Works	RSIS - Roadway Structure information System Street-Use Pormit System SF Pavement Management Information System - MTO StreetSaver V8	This himorlay and inspection leading Reading himoropy and Repection raths tracking Reading himoropy and Repection raths tracking Street cale permit systems Problem Works hight of possible himoroporagest system Problem Condition, Impaction and communities prioritization expelans.	Readway freezory and inspection staffs baseling Stores less pueral eyetoms Padilo labels of plat of power consequenced synton Paulog condition, inspection and construction products alon prysions.	IAlerosoft IAlerosoft IAlerosoft Infor	MS SQL Server Web Application/MS SQL Server Web Application/MS SQL Server MS SQL Server	Daly Monitoly Cary Daly	Doly Monitry Daily	Level 4 - Protected Level 1 - Public Level 1 - Public Level 4 - Protected	Lavel 1 - Public Lavel 1 - Public Lavel 1 - Public Lavel 1 - Public
DPW-0010-	GSA - Public Works GSA - Public Works GSA - Public Works	RSIS - Roadway Structure Information System Street-Use Permit System SF Pevement Management Information System - MTC StreetSaver V8 Computerized Maintenance Management System (CMMS)	This historiary and happedicks lacking Plastining historiary and happedicks lacking Plastining historiary and happedicks rather tracking Stated Les points systems Plable Works right of pentil historiagongest system Planting less than promise the production professional system Planting less controlled to the production professional system Compositional destinations Management System (EMMS) for Public Works, Assat Management and Work Order system	Readway Inventory and inspection marky baseling Street was porms systems Public Works right of point management system Paulog secolates, inspection and construction provides her systems. Computational Management System (Called) for Public Works, Assai Management and Work Coder systems.	IAlcrosoft (Alcrosoft (Alcrosoft Infor (Alcrosoft (Alcrosoft (Alcrosoft	MS SQL Server Web Application/MS SQL Server Web Application/MS SQL Server MS SQL Server Infor Enterprise Asset Management MS SQL Server Web Application/MS SQL Server end	Costy	Doly Monitry Daily	Lovel 4 - Protected Lovel 1 - Public Lovel 1 - Public Lovel 4 - Protected Lovel 1 - Public	Level 1 - Public
DPW-0010-	GSA - Public Works	RSIS - Roadway Structure Information System Street-Use Pormit System SF potential Management Information System - MTO StreetSever US Computerted Maintenance Management System (CMMS) BSM_Accounting Inspect-o-Malic Subdivision Tracking System	This historiary and happedicks lacking Paddway framenoy and happedicks lacking Sheddway framenoy and happedicks rather bracking Shedd use permit systems Proble Warks right of possible transportional system Paddway Greatly, Impaction and construction prints their system. Comprodicted Mantenation Management System (SAMS) for Public Works, Assail Management and Work Order yearing Padd of Works Incodes tracking systems for permits, wideblook, 615 Right of Way Impactions Systems	Readway Inventory and inspection many baseling Seven use pount system? Public Works Inflict of pount management system Paulog condition, Inspection and consequents provides the system. Compositional Maintenance Management System (DAMS) by Public Works, Assai Management and Work Coder system Public Works invokes including system for permits, switsfrow, size	Alcrosoft	MS SQL Server Web Application/MS SQL Server Web Application/MS SQL Server MS SQL Server Infor Enterprise Asset Management MS SQL Server	Caby Monthly Caby Coby Daby Daby	Dely Monthly Daily Daily Daily Daily	Land 4 - Protected Lend 1 - Public Land 1 - Public	Lavel 1 - Public
DPW-0016- S DPW-0016- S DPW-0026- S	GSA - Public Works	RSIS - Roadway Structure Information System Street-Use Permit System SF pavement Management Information System -MTO StredStave V8 Computatived Maintenance Management System (CMMS) ISSM_Accounting Inspect-o-Melic	This historiary and inspection leading Pladdway framework and Rispection rathy tracking Sheld use permit systems Plabo Warfa fight of possit management system Plands condition, Impaction and construction printfastion explains. Comparison of destinantion Management Systems CAMISS for Public Works, Asset Management and Work Order Plands Of Works invoked scarling systems for permits, Adultiforus, 4to Risks of Way Impaction Byslems Subdictions and Management Systems Subdictions.	Readway Inventory and inspection nating baseling Seven use point system? Public Works (Pith of point nanogament system Pauling condition, Inspection and consequents provides the system. Comproducted Maintenance Management System (EMAIG) for Public Works. Assait Management and Work Coder system Public Works Inspection System (Inspection System) Read of Works Inspection System.	IAlcrosoft IAlcrosoft Ialcrosoft Infor I	MS SQL Server Web Application/MS SQL Server Web Application/MS SQL Server MS SQL Server Infor Enterprise Asset Management MS SQL Server Wib Application/MS SQL Server and Android tablet app	Onby Monthly Costy Only Doby Doby Costy Doby Doby	Dely Dely Dely Dely Dely Dely	Lavel 4 - Protected Level 1 - Prubit Level 1 - Prubit Level 1 - Prubit Lavel 4 - Pretented Level 1 - Public Level 1 - Public Level 1 - Public Level 1 - Public	Lavel 1 - Public
DPW-0016-5 0PW-0016-3 0PW-0026-5 0PW-0021-5	GSA - Public Works	RSIS - Roadway Structure Information System Street-Use Pormit System SF potential Management Information System - MTO StreetSever US Computerted Maintenance Management System (CMMS) BSM_Accounting Inspect-o-Malic Subdivision Tracking System	This historiary and inspection leading Pladdway framework and Rispection rathy tracking Sheld use permit systems Plabo Warfa fight of possit management system Plands condition, Impaction and construction printfastion explains. Comparison of destinantion Management Systems CAMISS for Public Works, Asset Management and Work Order Plands Of Works invoked scarling systems for permits, Adultiforus, 4to Risks of Way Impaction Byslems Subdictions and Management Systems Subdictions.	Readway Inventory and inspection staffs bashing Steet use permit system Publis Works right of permit management system Pauling condition, Inspection and construction proutitation systems. Comparished Staffsenson Management Systems College to Publis Morks. Asket Management and Mork Dade system Publis Morks invoke sending systems for permits, Moldation, etc. Right of Way Inspection Systems Stade Andre and Magazing project transleng	IAIcresolt (Aicresolt	MS SQL Server Web Application/MS SQL Server Web Application/MS SQL Server MS SQL Server Infor Enterprise Asset Management MS SQL Server Web Application/MS SQL Server Web Application/MS SQL Server Web Application/MS SQL Server	Only Monthly Costy Doly Doly Doly Doly Doly Doly Doly Do	Daily Likerity Daily Daily Daily Daily Daily Daily Daily Daily Daily	Lavel 4 - Protected Level 1 - Public Level 4 - Protected	Lavel 1 - Public
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54. Ph. 19 M.	1	GSA - Public Works	Street Legislation Tracking System	Street vacation legislation tracker/list	Street vacalion logistation touriseshiet	hlicnxsoft	Web Application/MS SQL Server	Quarterly	Quarterly	Lavel 4 - Protected	Lavel 1 -
March Marc	1	GSA - Public Works	Sub-Sidewalk Sasement	Inventory of sub aktieval's basencens	bywnicry of sub sidewalk basements	Microsoft	Web Application/MS SQL Server	Morthly	Monthly	Lovel 4 - Protected	Level 1 -
March Marc		GSA - Public Works	Utility Undergrounding	Inventory of allity undergrounded Pole 42A locations	Inventory at utility undergrounded Rule 4ZA locations	hlicrosoft	MS SQL Server	Not updated (historical only)	Not updated (tristorical only	Level 4 - Protested	Level 1 -
Section Sect	ĺ	GSA - Public Works	BSMCoreData			J				Lovel 1 - Public	Level 1 -
Proc. Proc	1		eChangeOrder		Change Order Tracking System for PW Contracts	Microsoft	1	Daty	Dnsy	Level 4 - Protested	Lovel 1
Sect		GSA - Public Works	Manument Preservation Tracking System (MPTS)	Project tracking for preservation of incomments during (usually capital) construction in the PCW	Project iracking for preservation of monuments during (issuely capital) construction in the RDW	Microsoft	MS SQL Server	Dely .	Daily	Laval 4 - Protected	Level 1 -
Sixth Services Sixth Anniel Services Sixth Services	-										Level 1
25. Horizont Same March Same Plane (1988) Semination of the Plane (1988) Annion			database		:		<u> </u>				Level 1 -
Month Mont				based with content intragement system.		Google	Google Analytics	i	<u> </u>		Love: 1 -
Prof. Prof	8					itted	AmCIC Conner				Level 1 -
March Samery Personal Same	a			<u> </u>	المستوري والمرازي والمستور والمستور والمستورين والمستور			i			Level 1 -
Month Mont						ļ	·	diam'r.		Level 4 - Protected	Level 4 .
	- 1							4		Lavel 3 - Sensitive	Level 1-
March Marc	1.5				Provides details on complaints of Gazdenneton Red with HRC.			<u> </u>		Level 3 - Sensitive	Level 3
Segues of the content of the conte	1.9	Ruman Services Agency	AACTS		Case management system for Advit Protective Services.	IAMTG	AACTS		Continuous	Level 4 - Protected	Lavel 4 -
September Person	3.9										Lawsi 2 -
Part	1-3							h	Continuous	da a como constante	Level 4 -
Profession Spring Prof	5-8		ETO-ILSP						Continuous		Lavel 4 -
Part	3-8	Human Services Agency	Mone(WFM		web-based application used by Cell Centers to manage call open stall shifts. Current programs using this application are Califests, Commission and Medical	Vionel		As needed	As needed	Lovel 4 - Protected	Leyel 2 -
Segment (an in the property of the property	4-8		PANORAMIC	Client casemuragement and tracking system		Perioramic	Panoramia		Continuent	Level 4 - Protected	Lovel 4-
Section Part Control	0-B	Human Services Agency									Level 4 - 1
See	t-3				1						Level 4 - 1
March September 2004 Colfe Care Colfe	1-5	Human Services Agency				नाट	CA Get Care		Continuous		Level 4 -
March Marc	2-8		free			from a case of the contract of the		(Continueus		Lovel 4 -
A Joseph Poliphotic Mayor Control Management Spring (MSM) Composition growth and provided production (MSM) and provided produc	-8				<u> </u>						Level 4 -
The second control of the property of the prop	-8	Juvanile Probation	Augustus (AutoMon CX)	<u> </u>		Au aMon Inc.	CaseLoad Explorer	Continuous			tavel4 -
Section Continue	- 1			<u> </u>	arriendments.	l:	I	Continuosa		·	Lovel 1 -
Major Confidence for	۱- ا	Mayor	Capital Projects Tracking		Information, inicuding inacting of diseased Capital (anding pools,		FileMaker and MS Excel	Contraous	Continuous	Level 1 - Public	Level 1 -
Local Coperating Solidation Programm in monitorial and adult promised in the mode of the m	*-	Mayor	Affordable Housing Asset Management Database	Database used by MOHCD Asse: Management & Flocal Team to record and track MOHCD-contracted senial projects, Anxing and compliance.	Tracks MOHCD-Contracted Bental Housing portfolio data: projects, loans/grants/ground leases, band issuances; aprovel project compliance review process & data.	Mi-rosoft	MS Access	Continuous	Canthuous	Level 3 - Sensitive	Level 1 -
Deletholose Program Coal Indicates Program Coal Indicates Coal I	-	Mayor	Affordable Housing Production Pipeline	Tracks MOHCD and OCti attordable housing production pipeline; includes 4 of units, start and completion dates, and larget population	General Information about MOHCD attordable housing sipaline projects including, location, planning and building parent numbers, number of units, largel population, and production timeline.	Mi zosoft	MS Excel	Continuous	Continuous	Level 1 - Public	Lavel 1 - I
Lond Greith Dalabases which has the or pept of the same price of page of	15.	Vayor				Microsoft	MS Excel	Conthuous	Continuous	Level † - Public	Lovel 1 -
Mayor Call form Rehab Dalabases (but bit see dies with sear persisted by MSPCO propriety owners for regist furnity prior of rehabilistics x 100 prompt search for the persistence of the	7.	Mayor	Demonso		Property information, Cremies information, great summery, invoices paid, disbursements made, project notes, important dates, great consonils, other landing source information.	Microsoft	MS Access	Continuous	Continuous	Level 3 - Sensitive	Lowis-
Region Discrete Loan Program Tacking Tacking Mayor Market BMR field List Used in seak DMR special List Used in seak units and special program in the loan in seak DMR special List Nation DMR special List Used in seak units and special program in the loan in seak DMR special List in Program. Used in seak units and special program in the loan i	.		Cal Hama Bahah Data	households.	İ.	Nement	<u></u>	Continue	Continues	Land 3 . Secondary	lawiz-
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Major Mailer (March Lint) Mayor Carlificate of Paylerance Program Database Used to seath insurance and seath representation of the control	-]	,	Tracking	success on son' appropriate or a DESIGNATION MANUEL.	Incomes, household age and factors, and prince improves promote notice; note on extending, strange information, DOIS, grash Propriate, household age and factors, and princely improved to the Information and American Coversorment Assistance Loss Program; Teacher Next Door; Educator DALP; Police in the Community; First Responders DALP; BMR DALP; CIlly Second	Property Control of the Control of t		LAPITEUR .	CONTRACTOR OF THE PROPERTY OF	man o serieta	Level 3 -
Confined of Pipe Rennes Program Database Mayor SFRA Homourneship Database Was in seal Program	٠.	Mayor	Master BMR Unit Unit	Used to look units restricted under Planning Code Section 415/factuationery Housing Program, the Condo Convention	All units restricted where Plenning Code Section 415/Includency Housing Proprent, the Condo Convention BMR Program, and all OCII	M crosoft	MS Excel	Continuous	Continuous	Lavel 3 - Sensibe	Love! 3 -
Mayor SFFA Homeownership Databases	1.		Certificate of Preference Program Database	Used to track households displaced by Redevelopment activities and data on certificate holders.	COP applicant information frame, contacts, displacement address, address history, head of household, statistical information, OOR, provs	Saleforce	Salesforce CRM	Centresous	Continuous	Level 3 - Sen salve	Lavel 3 -
Displaced Tenant Housing Professings Program Used in tends Program (See Institute Internal profession in Sec Institute Internal profession in Sec Institute Internal Program (See Institute Internal Inte	-		<u></u>	Head to message perfection property and becaute of data as for a final state of the	inname, nouserous are and tritings, and primary ranguage); Certificate information (state and explicition data); followsion obbuil alterdative housing obtained with COP, Certificate, Demographics Installing SOGI. Bronout and bounded data on Lanco Reductionated Amount of the Committee of the Co		<u></u>	Wat you delted	i valenda de la companya de la compa		<u> </u>
Mayor Database of Affordable Housing Listings More and properties and properties of the Contract Contract Contra	- }	· · · · · · · · · · · · · · · · · · ·	İ	Turfos,	F			ribonico (spiestras quili)	!	1	
Agricult Distribution Application (Application (Application) (Applicatio	-	nayur	Database Program			Sillesforce	Salesionce CRM	Continuous	Contropus	rava a - 2 autypyo	Level 3 - :
Mayor Open Data Publishing Managament System Investory of Chyprims and disease. Desires and system multicode by the Chyprim and control code Closury 270 and the CA SISTY. Artible Applicant Lottiny Lists See and project investors in the Mode Michigan applied interests. Applicant Lottiny Lists Mayor Applicant Lottiny Lists Mayor Affordable Housing Lottiny Calendar See and sistem and the See and	-	Aayor	Database of Affordable Housing Listings Information Application (DAHI IA)	DARQUA to a comprehensive plailerm supporting all Cey-sponspred allandate housing and programs	Applicant and Household Information (names, contacts, frances, proferences), Property and Using information is previous, contacts, lectures, units details, supporting services, issing and lattery details), Profesence Program details, Applications information, Lender uploads	Salesforce	Salestorce CRM	Communis	Continuous	Level 3 - Sensitive	Lovel 3 - 1
Applicant Lottury Lists	IJ	Mayor				Artable	Airtable	As Needed	As Needed	Level 1 - Public	Lovel 1 -
Mayor Allocable Housing Lottey Collection: See the Contraction of Housing Lottey Collection: See the Contract of the Contract of Contract			i					Continuous	Continuous	1	Level 3 - I
isophistics, such as here many optionate accition or each bilding preference accitions. If the billion of the billion preference accitions of the billion preference accitions, and the billion of the billion preference accitions. If the billion of	-				gross Income, household size and Income, and primary languages, Corolicate(s) information (assue and expiration date). Demographics (sociality SCO).			L			
Major Hompownor Emirgency Lisan Program (HSLD) Used to track toxindeds that have applied for or received MLP assignation. Used to track toxindeds that have applied for or received MLP assignation. Major Elevator Rocally Program Database. Used to tax data on loans proceed by MDNCD to properly weeks for the Destrict Regular Program (MLP), this is consistent of the Destrict Regular Program (MLP). Also seeks that the program of the Destrict Regular Program (MLP) assignation. Used to tax data on loans proceed by MDNCD to properly weeks for the Destrict Regular Program (MLP). Also seeks that the program of the Destrict Regular Program (MLP). Also seeks that the program of the Destrict Regular Program (MLP). Also seeks that the program of the Destrict Regular Program (MLP). Also seeks that the program of the Destrict Regular Program (MLP). Also seeks that the program of the Destrict Regular Program (MLP). Also seeks that the program of the Destrict Regular Program (MLP). Also seeks that the program of the Destrict Regular Program (MLP). Also seeks that the program of the Destrict Regular Program (MLP). Also seeks that the program of the Destrict Regular Program (MLP). Also seeks that the program of the Destrict Regular Program (MLP). Also seeks the program of the Destrict Regular Program (MLP). Also seeks the program of the Destrict Regular Program (MLP). Also seeks the program of the Destrict Regular Program (MLP). Also seeks the program of the Destrict Regular Program (MLP). Also seeks the program of the Destrict Regular Program (MLP). Also seeks the program of the Destrict Regular Program (MLP). Also seeks the program of the Destrict Regular Program (MLP). Also seeks the program of the Destrict Regular Program (MLP). Also seeks the program of the Destrict Regular Program (MLP). Also seeks the program of the Destrict Regular Program (MLP). Also seeks the program of the Destrict Regular Program (MLP). Also seeks the program of the Destrict Regular Program (MLP). Also seeks the program of the Destrict Regular Program	1		1	applicants, such as how many applicants applied in each leftery preference collegory.	for each lettery proference area				<u> </u>		Love 1 -
Mayor Homeownie Emargency Lean Program (HELP) Used to text booknieds that have applied for or received MLP assistance. Onto an hosewholds that have applied for or received MLP assistance. VictorSOR (MS Access Continuous Lean) - Seasther Lean) Mayor Elevator Recode Program Database. Used to text data on bean provided by MCNCO to growing years for the Service Regard Program (SHP), Mod. Propring Information Assistance Regar	- [I	Used to track households that have applied for or received the Mortgage Credit Certificate (ACC).				L		<u> </u>	Lavel 3 -
Mayor Elevator Repair Program Database (Used to Las data on base proceeding with MCCCD to properly severe for the Elevator Repair Program Database (South Access) (Condessed Elevator Repair Program Database (Condessed Elevator Repair Program D		Anyor	<u>i</u>	Used to track households that have applied for or received MALP partitionnes.	Data on households that have applied for or received HELP assistance.			: 1	i	1	Level 3 -
	1			I lead in track data on loans our stated by MCHCD to consent aware for the Shareton Renal Property (SIDS) also	Property information, underwriting, income & property eligibity, rebate surrmany, project surreary, recorded document information.	Microsoft	MS Access	Continuous	Continuous	Level 1 - Public	Level 1 -

-common	Manage	11(11)	Had in meanth connects total information on furner Stateminescent Assessed better former brightness to the form in	Recent level (stamming on farmer Retained some vice retorner Vestion units erfor 10 dissolution	il Demont	No County	Not undoted thitteries and I Not method th	Not underlood Distracted parter Lovel 1 - Public		ing I - Patrice
	Mayor	Small Sites Program Pipeline Database	distribution Track progress on solve Small East Program projects and occupant date	Lassilon ol preject, number of untit, project sportez, preject cost, lander Mormation, and project bridget, Demographics instituting 5000.	Microsoft	Excel	Contrasts		2	Lovel 3 - Scralling
- ST00-15-11	Mayor	Master BMR Rentais	Used to free fluit ment household dalt. Used for malifie purposes, from sending movitoring movitoring reports to researching.		Nicrosoft	Excel		Continuous		Level 3 - Sensitivo
AYR-0026-	Mayor	Final Combined BMR Universal DB NEW &	Postatodas estracionalists. Used to track DARI bayer household data, Used for multiple purposes, from sending mordering reports to manarellup	hazashode size and recome, etc.; Danoopsinits including 5USL. Dist buyer household information froms, contacts, address history, head of household, statish	h Horosoft	Excel			İ	ed 3 - Sensitivo
		Final BMR Universal ARCHIVE ONLY	Nazacholds characteristics.	household site and income, idea characteristics, etc.). Demographia including 3	Mannet	- Chand				
	Mayor	HBMH DBValopmont Database	Used to finsk developments neithered under Planney Code Section 41 Sheusushnay Housing Propsin. Ber Condo Commercion DJAP Progens, and all OCII cerearship and OCII inclusionary results programs mentioned by the HDAPA team.	Planning and Project Data, including Marketing Status, HARDH Program, Delicing NATA, Burdong Audersas,	Upgapita	iii O	******	_		or - Public
MYR-0051-	Mayor	Socrata	Open data philann	Stores publicly sharedble data lot use by departments and the public	Tyler Technologies	Socrate Publica	à c	Daly	al - Public	Level 1 - Public
•	Mayor	HOPWA Hausing Program	Used to instrumental of HOPPA housing subsidy Program, a housing prioritization program for forwittenia people.	HOPAN rubady redpust internation forms, address, centert internation, recena, red. demographits include 3CO.)	Microsoft	Excel	Daythugus		Lovel 4 - Protected Lo	Love's - Protected
MTA-0001-3	Municipal Transportation	APC	The state of the s	Automatic Pessenger Court system	Oracle	Oracle DB	Conthuous	Charterly	Lavel 1 - Pubble	Lavel 1 - Public
1774.000.0	Agency		THE TAX OF THE PARTY CONT. IN CO. LEWIS CO., LANSING MICH. (1997) WITH CO., LANSING MICH. (19	Content and the seal management for being management addition under order order alle.	Onesla	O-de-C			1.	f and 1 - Bublic
	Municipal Transportation Agancy	spen system		The state of the s	LABGIG	Organica				
MTA-0003-6	Municipal Transportation Agency	Trapeze system		System used for realing, school-free, blook-by, nurcuiting and restactor. Serves as primary source for routes and stops (which must be experiently).	Oracle	Oracle DB	Continuous	Outstern	Lavel 3 - Seratibre Le	Lawi 1 - Public
MTA-0004-8	Municipal Transportation	NextBus		rente et lacation relation de de la company de la company de lacation de la company de	NextBus	NextBue	Centhroes	thro.	Level 2 - Informati Uses Car	Cred 1 - Public
NTA-0005-G	Municipal Transportation	Clipper/Translink		inspecial data generalsed from passenger from sections at IGA at vending machines and card medien abstrop and on rehictes	Clipper	Ollpper	Continuous	Ouetenty Le	Lavel 4 - Protected Lav	Level 1 - Public
MTA-0005-8	Agency	OliveChara	The second secon	Bis scale for bit sides control	alta/Bitecham	APA/01/45/hree		Ourday		
	Agency	amonina a		for the second section to state the second section to section the second section to section the second section to section the second section to section the second section to section the second section to section the second section to section the second section to section the second section to section the second section to section the second section to section the second section to section the second section to section the second section to section the section that se						
- WTA-0000-2	Municipai Transportation Agency	Fieetwatch system		System tasts for last not the formal and the formal	Fleetwatch	MS SQL Server				Level 1 - Public
MTA-0012-6	Municipal Transportation Appendix	ESRI spallel data on network shares		A collection of geographic data flor example, thappolisal managed on the Wood network	15	Spatial	Construous	Outsterly	Lavel 1 - Public	Level 1 - Public
MTA-00[3-6	Municipal Transportation	Autodesk spallal data on natwork shures	And the second s	A colocion of CAD libs managed on the shared notwork	vuiadesk	CAD	Continuous	Not updated (historical only)	Lovel 5 - Restricted Lov	Lovel 1 - Public
M7X-0010-8	Agency Municipal Transportation	Track-II		each to manage work orders for the STM/KA IT group	reck-II	MS SOL Sarver	Contractor	Continuous	Lavel 2 - Internal Uso Lo	Lows 2 - Internal Use
	Agency	Carried 1		Adio hadio unido da efferm						
	Municipal Transportation Agency	ShareFoint - SPATS		יייי איני פיייי פיייי פיייי פיייי פיייי פיייי פיייי פיייי פייייי פייייי פייייי פייייי פייייי פייייי פייייי פיייי		Shareboint		1000		AT 2 - STREETED U.S.O.
MTA-0020-8	Municipal Transportation Agency	EcoSys		project managment software	TooSys	EcoSys	, kea	Party Lo	2	Lovel 2 - Informal Use
LTA-0024-8	Municipal Transportation	Primavera		project management software	Oracle	Primavera .	Daily	žiro.	[Lawel 3 - Senaltive
MTA-0029-5	Municipal Transportation	Survey data		results captured from writtens engated and past anneys	vicrosoft	MS Excel	As Needed	As Nambed Lan	Level 3 - Septition Level	Level 3 - Sensitive
MTA-0026-5	Agency Municipal Transportation	SalesForce + Gov Delivery		custome nistiles management (CRM) softwar to support programs, projects and contradiction	Salesforce	Salesforce CRM	Confesions	Configures	Level 2 - Internal Use Lev	Level 2 - Internal Use
MTA-0026-8	Agancy Municipal Transportation	bMobile	A COMMISSION OF A COMMISSION O	point of suit system	:Mabile	cors	Continuous	Confinens		
100	Agency	A. 1.1. O. 1.1.	A THE RESIDENCE OF THE PROPERTY OF THE PROPERT	Annual contracts of the second section for beautiful.						
	Municipal Iransportation Agency	Cudio system		response to the second control of the second	- Attende	Orace On			1	
	Municipal Transportation Agency	Trapeze system - Payreit and HR related data		System used for reading schooling, coccuring, carculling and costemny. System promise for reader and expet tenton must be enducted programmiddings.	Oracle	Oracle DB				Level 3 - Sentifive
F	Municipal Transportation Agency	ArcGIS Sarvar		Dala managad we Artiilis server and an Ontick geodddipass, bla spplem contains some, bul not at Alik's spatial ded		Oracle Spatlal	Na Needed	As Nowded Lan	Lawi 3 - Smaller	avel 1 - Public
5-1000-3	Office of Early Care and Education	Care Control 3	Resing pixture assuments	Chic cee sucidy entitlined and payment data for chicken nearlying chic care forebins	VCT Technology	Care Control 3	Contracts	Continuous	Level 3 - Sanathe Lo	Lewi 3 - Sanailive
3	Office of Early Care and	Cacaa	Tacking schildy scribineds	Chie care statisty anothern can be sometimed thy-known care (archeing these receiving only chief care wather)	WestEd	Cocoa	Confrants	Costinueus . ter	Level 3 - Sensitive Level	evel 3 - Serutifive
	Pinning	PPTS	Tracking permits, performances measures, time accounting, eto	Access based system for leading sensits, performers massives, this accountly, ele		cors		sucon		avel 1 - Public
ChC-000-4		GIS Database	Morte and markustra geographia data let the department	Geographic data for the department	PostgreSQL	PostgreSQL.	48			Level 1 - Public
_	Police Department	Crime Data Warehouse	SFPO bridgen report withing/traperfing system	princip jupi, accommon are yes. The department departs on Onde, an object national distribute, for different onvicemental that members access to enter endior nations.	-	Oracle		Centinuous	Lavel 3 - Sensitive Le	el 1 - Public
POL-0005-8	Police Department	CABLE	Report Management System	Whose Yearnism. It is the Department of the expending system. An element data storage system for all ollowes reporting to the SPPD, CARLE is designed to the Department of the expension of the	Legacy Record Management	Custom	Oah,			Level 3 - Scrating
				not od bedom ngorik. This system is reled upon by the Coort system becomes the courts, the diskets intorwey, the published department has to does whomston from the Department's record management system in order to do live; to by proporty.	- 1					
POL-0001-5	Police Department Police Department	Laserfiche Traffic and Pedestrian Stops	System of record Special and record date on stoon. This is a subset of CArma Data Membruse.	System for scarring, setting and insighting inclosers Reports. The department departs on Oracle, on bibles training old plates, for defined environments that incribers occass to mine and oracle.	Laserfiche	Lasorfiche Ornale DB	Dely	Daly Daly	Level 3 - Sensitive Law Laws 3 - Sensitive Limited	Level 3 - Serative
_	Port	Lease Management	Port's losso management and bifing system	i various internation. Leans setails and biting internetion		PROPWorks 7.4	e de la	9000		Lavel 3 - Scriptiva
PHT-000C-0	Port	Pormit Management	1	Port's Engineering and Exercushment purmit data		Land Management				Level 1 - Public
	Port	Enterprise Asset Management	E-Bubbas management judgem und for entraging motivarence of assist	Management of various frost assets and work megitation and achievising for the Post middle runce again to be assets and normals.		EBS ¢AM	Continuess	Constituents	Level 3 - Sensible	Lavel 3 - Satultha
*****	Port	Document Management	Оосития пильеритил запиши	Stocking and membering of CAD Nov	1	Document			١.	ni 2 - Internet Use
PRT-0001-5	Port	Harbor berth management and scheduling	A program used to strateface and market menta services, reservations and payments Connections	South Basch Nather back records	Natitical Software Solution	The Marine Program			200	Level 2 - Driemai Use
-	Port	Mortime Statistical Reports	metgand sentiments	Unity to know can at an ear throughout of the Carlo Technology and Pastering abilities data		MS Excel				Level 1 - Public
PRT-0010-5	Port	Port Parka	Computer and design and rather program Computer a size of design and rather the necessary	Information along Parks and open spaces		Map 3D ·	Confinent	Confinous	Lavel 1 - Public	Lanet 1 - Public
	Public Defender	hubDATA	Hilly as Acopy was soft manus hearthcod	Public Defendent work product and case authority patiens.	Microsoft	MS Access				Level 1 - Protected
PUR-0003-8	Public Defender	Investigation	(NP) ut has fruck of firmerigation negateds	Dalabase of Invasigation requests authoritied by the attempt to the brestigator, outlitring the work requested and due dates. The Citestal notion of the Annie Solvier Constern Pastinged Door, Assertment Decreases tolkes as, for all San Francisco Month Health	Microsoft	MS Access	•			Lavel 4 - Protected
_	Public Health	Maturi Inferciber (ake OrderConnect)	Ferraciolis animas	and Statutora Abuse programs. The review of the Austre maket that allows for E-meetabless Constant editors and reviewabless data.	Nelsmort	MH/SA Electronic Health Record				- Deliver
		Mathusoft	Methodow dispersing	продук родили.	1	Oustom				Lavel 4 - Protected
DPH-0006-8	1	Teleforms v.10.2 VisualSuperscript	Form crastion activate, used for confidencial clarif surveys Powmery admistration		Hershey Technologies DAA Enlamines, Inc. (900)	Oustom	As Needed Conthusted	As Headed Lev Daily Lev		Lavel 2 - Internal Use
		Collida	Differentiate confere although	of State of Cost Valencian: Head to List and SSGH	- 1	and the deliberation			Í	April 3 - Bestevent
	Public Health	CCMS Coordinated Care Management System		recommended to state and particular who have used the city's satisfy not or urgost enterptes services.	SFDPH	Ouslam			1	4 - Protected
3-2200-H40:	Public Health	SEDPH Child Health and Disability Prevention	Gao managament application	CHOP case reprogramed and tracking. Contains cheef, treatment, and disprosite delai.	***************************************	Custom	As Needed	As Needed Los	Love' 4 - Prelacted Le	Level 4 - Protocled
	Public Health	Core Variables		Date is entered by HM Prevention Society (PPS)community agencies into this application.		MS Access			Lavel 4 - Protected Los	Level 4 - Protected
DPH-0015-8	Public Health	Death Registry		eddents (regardiass of location	Stato	Custom	As Needed	As Needed Lev		Level 3 - Scrattho
	בחתמכ ופפות	Response	INCANAT Emergency Reponds Agredonton	Regulacy fregram Listabac; (ricking of violation), expections, verification of derivets, the Diving related to the Lista consigning imported.		Custom				Lovel 1 - Public
	Public Health	Integraled Case and Outbreak Management System (ICOMS) - Chronic Hep module	T	xmatten for chronic topation 0.4 C.	SFDPH Communicable Disease Custom Control Unit	Oustom				Lovel 4 - Protected
	Public Health	integraled Case and Outbreak Management System (ICOMS) - CORE data		nanogameni ayılam içe ihe DPH	SFDPH Communicable Disease Custom Control Unit	Сизіот				Lawi 4 - Protected
DPH-0001-3	Public Kesith	Integrated Case and Outbreak Management System (ICOMS) - DCMS module	Disease Outbreak Mongoment	Connect disk latter biformation for states	SFDPH Communicable Olsease Control Unit	Custom	Vs Needed	As Needed Lay	avel 4 - Protected Lav	Laval 4 - Protected
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			Statement Advanced Management	This factor of an analysis belowed the form and the second	1		To Mandad			
DPH-0062-4	Public Health	Integraled Case and Outbreak Menagement System (ICOMS) - GI module	Oberso Oubrask Mengement	In post and information for compression	SI-DP 4 Communicable Disease Custor Control Unit	Justom	As Noided			ei 4 - Prelected
3-0300-Hatt	Public Health	Integrated Case and Outbreak Management System (ICOMS) - Rabies module	Discase Quilyank Menagethent	osure information for theirs	SI'DPH Communicable Disease Custom Control Unit	Sustam	As Noeded		Level 4 - Protected La	Lawel 4 - Protected
37500-HdQ	Public Health	integraled Case and Outbreak Management	Oxerate Oxforeck Meriogethent	Risk factor and cuppears internation for WMV	Si'DPH Communicable Disease C	Sustom	As Needed		-	evel 4 - Protected
0-5300-H#G		IMPAX (will be renamed IDC with upgrade)	integing data active ver	HANK Data Center about mint-department brouging data in a lings extensives reportery and consultes access to all truppes.	A3FA Healthcare	Ouslom	As Norded	As Needled	Level 4 - Protected La	Lavel 4 - Protected
		Infection Control (SFGH, UCSF)	infection control surveignes software	servettence applications used to collect aggregate and analyze data in order to (dentify injections and contain them.	Si'Gl	Sustom	As Meeded			el 4 - Protected
		INVISION - Clinicals	Discipate Health Record	es Meaningful Use, Provider under aniny's CPOE	Siamons	Electronic Houlth Record	Controous	Continuous		Level 4 - Protected
D-87-00EP-S		INVISION - Pth Acciling	Pelloni According Trailore Mannescont	Charge captare and bitted for A COPC, LHH, BHC and SFQH metuding bitsey for some diagnostic. Patters Mandacount Companion of the Invition common.		Electronic Health Record	Contracts			Level 4 - Protected
		SAMSION - Per Mgmi	Sporium at a chedito	Appointments (or all COPC and SECH based Grinca	Servins	Sectoric Health Record	Centimons	Continuous	Lavel 4 - Protected	Level 4 - Protected
	Public Health	ISCHTR	STD Cloke database and STD Section Servel trace Daubase		1	Custom	As Needed			el 4 - Protected
DPH-0073-13		WANS	Hedda BWp	Data Enley) Varidation	UGS - United Govt Services	Custom	As Needed		Level 4 - Protected Le	presid - Protected
DPH-0074-6	Public Health	IZ Clinic (formerly ICMS)	hinter/callen services	Managing clients' immediation services and lestory, billing and vocative inventory for the Adult Immediation; automated program to prese	1	Custom	As Needed	As Needed Lo	Lavel 4 - Protected	Lavel 4 - Protected
	Public Health	- INDS Navigation	Pafett trippoment			Custom	As Needed			Lowel 4 - Protected
	Public Health	MACLab	Cabitar lab solivare		uo	Sustom	As Needed			Lawl 4 - Projected
	Public Health	MIARC	Avathed delibera	Mower connection of percoparative data from scarned forms for quality assurance		Custom	Daty			el 4 - Protected
2-500-H40	Public Health	MLAB	Pote Hann Laboratory Galabana	ilory Hit/Imiting, STD Inelling, microbiology	Common Cents Systems, Inc. 4701 Trousdale Dr. Sle 119,	Statom	As Needed			et 4 - Protected
DPH-0000-3	Public Health	Оахаса	19 Sondang	18 Samillage	CPH CPH	Custom	As Needed		Level 4 - Protected	Designation of the state of the
·	Public Health	Vital Records Order Logistics	Birth Shaft cartitical artering	nder Trackery Systems used to track orders at death and birth certificates.		Oracle	As Needed	As Needed		Level 3 - Senation
S-6400-H4G	Public Health	ORTHOPEDICS TRAUMA INPATIENT SERVICE DATABASE	E Medical documentation			MS Accoss	As Needled			praid - Projected
17	Public Heath	Patient Referral Tracking (Leguna Honda)	Paloral Involvey	yet of Rolerins, from SFOH to UHL Contaky potional Monitors, alapseson, benefits information.	CPH SPGH I/S	Custom	Conthumin	Continuous	Lavel 4 - Protected Lo	and 4 - Protopted
40 5	Public Health	INVISION - Prograss notes	Stetronia Heath Record	Plat of a moderal record when healthcare prefeationals record details to decument a particul's civitali core.		Electronic Health Record	Confinuous	Continuous	el 4 - Protected Le	Level 4 - Protocled
Dest Order	Public Health	RMS - Slemens Sympo	Necessity internation system (These eran processed)	Nationally intermined by stress used an entering intering and barrier previously.		Custom	A respect	As recents	of - Protected	ave 4 - Protected
	Public Health	STPH IS	Laboratory Information stotlers	A Laboral by Novembron System, Local component of COC3 database.		Custom	Continuous	Continous	of 4 - Protected Le	cvel 4 - Protectos
	Public Health	Vital Records Data Store	DMMDesily cartheale electrons alongo	rin and Death records	The same of the sa	Oracle	As Needed		2	Level 3 - Sorbithe
	Public Health	Environmental Health Agriculture Program	Agnoulture Program Menagament	a, veril		Justom	As Noeded		-	el 1 - Public
	Public Health	Environmental Health - ASBESTOS	Assested Management	Tracking of violations, impactions, verification of basiness, and billing related to abbation. Tracking of violations furnaments and tracking and before manufactures and before the services.	100	Custom	As Needed		Level 3 - Sensitive La	Level 1 - Public
B-9210-H-40	Public Health	Environmental Health - Apartment Health	Apartment Health Votabless Management	Provide public access to inspections, violations and complaints data.		Custom	As Needled	Ar Needed	1	Lavel 1 - Public
		Violations		The state of the s			and the state of t			1
DPH-drafts	Public Health	Environmental Health - Food Safety Scores		Troucking of violations, inspections, writtestion of bookers, and billing missed to hold health violations.	140	Custom	As blooded			Level 1 - Public
	Public Health	Environmental Health - Hazardous Wastle		Tracking of victorisms, inspections, verification of businers, and billing related to bespectors weather management.	- Han	Justom	As Needled	As Needed	-	Level 1 - Public
: DPH-0127-8	Public Health	Environmental Health - HJNTERS PT AND TREASURE IS HAZMAT	KLINTERS PT AND TREASURE IS HAZMAT MANAGEMENT	Tracking of vibrations, imprections, verification of business, and billing retained to huserborn materials in the Humber Polits and Treasure Island healthors.	0	Custom	As Neaded		Lavel 3 - Sansitive	ed 1 - Public
S-800-9440;	Public Health	Environmental Health - LEAD	(EAD Metapement	Tracking of violations, imprecious, verification of business, and bifring misted to load containment.	DPH	Sustom	As Needed			Lawi 1 - Public
DPH-0129-3	Public Haath	Environmental Health - LIENS	UEVB Mangement	Enformment Hash Linn database contains volations, impactions, lealily internation,	HHI	Justom	As Needed	As Needed	Level 3 - Sensitive La	Lovel 1 - Public
1	Public Health	Environmental Health - Radio Frequency Program	LESIG Programmy Programme Managerswell	ng do not cause harms	3	noson	Di Osaro		,	2000
3.6H-0145.5	Public Health	Envicomental Health - Water Quality		Tracking of Wolfers, Integections, well calculated a basing and ballog to take to Water Quarty.)PH	Custom	Ne Naoded		Layel 3 - Sanglibre La	Cavel 1 - Public
2-994-014G-E	Public Health	Environmental Health - Weights and Measures	Weights and Messures Management	Tracking of violations, frapections, writtetion of bushers, and being history to Weights and Manusers.	DPH	Custom	As Needed	As Meeded	1	Level 1 - Public
DPH-0150-8	Public Health	AutoMed FaelPok EXP	Parient Gris moteration Medicalian Precioping	Consects natives, nativestil, activity feetings, access that store extractions only. Used by Units holding PHI collecture, Pallerd natura, date of litch and MRN. Unit does Medication packoging; Used by UNIX.	7	Justom	Daty			Lavel 4 - Protected
DPH-0157.6	Public Health	Clintegrity360	Medical Coding sothware	Providing an affaired way for chickets to enote native complete and complete decorrentation, Chicagoly is the HIS encoded for submetter where the PSS and recoverant OSSPS mentation.	_	Custom	Contrasta		1	Level 4 - Protected
1DPH-0102.5	Public Health	Digital Pen Software	Uter poveriles	Continued using beans of the bright growth Continued by C	an Systems	Custom	As Hreded	As Needed Le	Lovel 4 - Protected Le	Lovei 4 - Protected
	Public Roads	Flezila		word is COD.		Sustam	As Needed		-	ment 2 - Internal Dan
	Public Health	Hospilal Consumer Assessment of Healthcare		sound Assessment of Hothbase Photology and Systems survey is the first national, standards of, publicly posteriorized to be hosted down	14RC Picker - National	Custom	As Needed	As Needed		Level 1 - Public
TOBIC CONT. A	Parkly March	Providers and Systems (HCAHPS)	Osselmments Pitchelly sessenant	personners in response to the contract of the contract of the person of the contract of the co		W. Accept	As Noodloo	As Neoded	Lovel 4 - Protected	avel 4 - Projected
	Public Freakin	MHUU (Mental Hatarballon Coveropmental Disability)	and another fundamental and the second secon			No Access				
DPH-0101-5	Public Health Public Health	NeuroPsyc Application (Standalone) Planment Referral Tracking	Netwobsych epiteblion Refered Proches	1	DP 4 SFGH US	Custom	Daty	Daily Co		Lavel 4 - Protected
	Dublin Health	Burney Comments 1200	Physics Management	information. Lend from Lies charmant worken bade followed the product Thesis involvations and billing.		Surfam		As Needed	A Protected	Lives 4 - Protected
0PH-0185-8	Public Health .	Resident Lookup	Print location	Quet borup of in-rouse restents from the member of pround discoping 'wanter form for mixing patient notification to logif agents.	1	Austom		As Needed Le	ni 4 - Protected Le	Lavel 4 - Protected
	Public Health	Unusual Occurrence	Water occurrence register to the contract of t	orts for LH Pisk Hanagement, Roport Incidents for laterasi review, MAM and Flait Management	Han	MS Access	As Noeded	As Nieded	Lavel 4 - Protected 1.a	Lavel 2 - Internal Use
DPH-0184-5	Public Health	Wallest Tracking	Pallett admissiona District Assets Described	Tracking and statistical reporting of presons welling for LPM Administrat. Colts and in cleanth at House moneyer.)	Zustom L. Vinnik D.		Continues	el 4 - Prejected La	Lavel 4 - Protected
	Public Health	AGFA ICIS	Radicion reging	The second secon	2	Custom	As Noeded	As Needed Le	Lamel A - Protected La	Level 4 - Protected
	Public Health	ASI-DENS	Subdace Use Yestment outcomes measurement	men cytome majormanic.	freatment Research Institute	Gustom	As Needed			et 4 - Protected
DPH-0211-8	Public Health	HUGS Baby Tracker Child Monitoring System		on System that delibers an unprecodented level of security against intent abduction.	Stuniey Healthcare; Advantage 10 Medical Inc. (AMI)	Austom	Daty			avel 4 - Protected
	Public Health	Bed Control/Inacking	Ded confecting days		Enilays	Custom	Conthuous			lavel 4 - Protected
DPH-037+8	Public Health Public Health	Concer Alert System (CAS)	Cancer Anti System Care refer activate	actions and contry work.	Wickenson	Gustom	Continuous	Confinence	Lavel 4 - Protected La	Level 4 - Protected
		физо)		Construction 1 (as a product construct of the section between the constructions)			Contraction		Ţ	Anna I anna anna anna anna anna anna ann
	Public Health	CBord	International politicals	אמונות את האמונה וותכני סיון מתוכני לי האמוני לי היא בי היאור וותכניאה לי מתוכני את המולחה מכני אות מולח.	SORO Group, Inc. 61 Foad, Ilhaca, NY 14850	Custom				
DPH-0221-6	Public Health	Consultation Laison (CL.)	Polient consultation thriding software Polientece intermeter	The back statement and ferrorises for Constitution Library Particles information Section Health Stock Pathological Action Health Sto		Custom	Confinent	Confliction	Level 4 - Protected La	Level 4 - Protected
	Public Health	Craneware	Shirty tellware	ar health care bling, austifug, chargementer management and modecare compliance. Used by OPH Business Oricos	Cransware	Custom	As Needed			al 4 - Protectat
	Public Health	eCW (eClinical Works)/CareLink SF	Decision's Houtin Record	in, Aministrony Cart documentation for all services 49 well as chical care. Recovers and states this from		Sectronic Health Record	Contrason		3	Level 4 - Protected
DPH-0233-4	Public Health	EPATH	Carbor kjeelikalien application	An Enfamence context destrikcion and reporting solutions; tased at SFGIR	Artificial Intelligence in	Custom	As Noeded	As Norder	Lavel 4 - Protected	ovel 4 - Protected
SPH-035-E	Public Health	Gomwab -ABG, Bld	Wedter point of rare lesting	Post-of-Care testing, proventive stall data contenting Mish and otheral last results.	Instrumentation Laboratory (IL-	Justom	Dafy	Daily	Level 4 - Protected Le	Lavel 4 - Projection
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DPH-0238-B	Public Health Public Health	Homathax Philos ICCA - Intelligen Odinal Care	Disob book management	and the state of t	Phillips Medical Systems	Custom	As Northel	As Needest	Lavel 4 - Projected Lavel 4 - Projected Lavel 4 - Decimal 4	Lovel 4 - Protected
				matchalon system for nursery and respiratory technicism staff.	T				-	
DPH-0259-3		MAK Med Administration Checking Conthairnic Imaging Systems (OIS)	Medicappe deministration Optimistic electronic health moord	Symbol to automatically satisfasts and decument for medication commissionary forcess. I solutions with a philoson Elift C practice regard by a deltal tendency ment		Gustom	As Needed		Lavel 4 - Protected Lavel	Lavel 4 - Protected
DPH-GNS-1	Public Health		Metical documentation	p followater.	Lincal / In-house	Custom	Ax Needed	As Newcood		Lavel 4 - Protected
DPH-0207-3		Pathlinks	Oriect and transle atminished for	A heard southon that measures divical and francish business buckless at large and small organizations.	g	Justom	As Needed			a) 4 - Protected

DPH-0728-6 Double Martin	Dubarthack Emergency Dans Charles Infert Deep	Politic Demonstration	- Company Ditt	PLUS Documbalot	Clinton	Contruous	Conthuces	Lavel 4 - Protosted	vel 4 - Protected
DPH-GITT-6 Public Health	O-Path	Unitablish saliway	Physician and Nova Charleg of all Energyony Department cases. Designed to most the specific needs of departments performing primacement of the point of case, lectading Energyany Martens, Chinal Cleve, Tolladay	Tolexy	Custom	As Norded	As Noeded	200	Lavel 4 - Protected
OPH-OZZE-S Public Health	Radiologue -Clinical image Scheduling/Delaits		7	UCSF Custom Built					vet 4 - Protectod
	Rospirenics		1 1		Custom	As Needed	As Keeded	Lows 4 - Pretected	Love' 4 - Protocled
apH-eza-4 Public Health	Softmed	Donament evalues and algratum							wei 2 - Intomal Use
DPH-2207-4 Public Health	Sunquest Lab System	thorsing management	SECUL Annual to database	Sunquest					Lovel 4., Protected
OPH-cast-	Tracemaster EKG - IntelliSpace ECG	EKG Imega sponga	EKO Mungement Spirin, stores Inspes.	Plillips	Custom	Carifricuis	Conthoous		Layed 4 - Protected
DPH-czer-c Public Health	WatchChild Clinical Documentation and Fatal Monitoring			Ę				Level 4 - Protected	vel 4 - Protected
DPH-0304-S Public Health	Jail Information Menagement System (JIMS)	Electronic Habity Rescord	ACHAI.	Jivis	Electronic Health Record	Daly	Dally, U		avel 4 - Protected
	Medical Rospite Application	Medical Resplie program administration	d pallant steys, admissions, discharges,		1000			1	Lavel 4 - Protected
	Sobering Center Application	Solveing Center chical application	SFDPH-developed application (but documents all patient eters at the Sabaring Center.	H _c Q		As Needed	As Needed	Lavel 4 - Protected	Level 4 - Protected
	Son Francisco Homeless Outreach Team (SPHOT) Case Management Application	Case management application							on Light and a second
	Stabilization Room Reservation System (SAR	(S) Preservation of substitution morns		жo	Oustom	Az Needed	As Needed	Lavel 4 - Prefected	Laval 4 - Protected
	Direct Access to Housing database (DAH)	noun general formor		TITLE TO THE PERSON NAMED IN COLUMN NAMED IN C		- 1	- 1	Í	
DPH-cart-6 Public Health	ICOMS - Chronic Viral Hopatitis Registry	Chronic Viet Hopaties Regulty Become Hartin Recent	Regulty of chronic with Implicit, contains political health internation of the Prepliting and Prepliting Energenty Services, contains political health information	Custom	Contom	Motible times per hour	Multiple limes per hour	Lovel 4 - Prefected L	Lawel 4 - Protected
	SFDPH Influenza Testing Database	dibbase	of by hospitals administered by department of public mestry, contains protected health Momestion			1	1	-	nei J - Protected
DPH-033-6 Public Health	Тлаита Опе		5	Umcel Technology		1	1	Н	weld - Protected
	ARIES	HPV Meath Service distablish for importing to State and Fees				- 1	- 1	-	red 4 - Protected
DPH-0301-4 Public Health	Exchange Microsoft amail	Particulation	Cor's Princelal System - Budget and Purchastry processing; Used by both URH & SFOH.	FAMIS	THE RESERVE OF THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS NAMED IN COLUMN TWO IS NAMED IN COLUMN TWO IS NAMED IN COLUMN TWO IS NAMED IN COLUMN TWO IS NAMED IN COLUMN TWO IS NAMED IN COLUMN TWO IS NAMED IN COLUMN TWO IS NAMED IN COL	As Nooded	As Needed U	Level 3 - Sonsibra	Level 2 - Inlornel Une
					THE RESERVE THE PERSON NAMED IN	- 1	1		
appress - Public Health	First Watch	911 transfaring	an for took-line system mankeday; \$11 response reports and analysts; data poing back 10 years; system reports						Lover 1 - Public
opH-coak-3 Public Hoalth	Invision aPrescriba	Practicion	afore; provides to persettle meds Outside the SrGH.					-	and 4 - Protocled
DPH-cost-4 Public Health	Labor Relations Case Management System	Labor Peticions Caso Management			Custom		-	Lovel 4 - Pretented	ved 3 - Semisible
DPH-0344-3 Public Health	Standard Populations Database	Reporting delabase	Reporting datestase of patient demographics, encounters and special popolations (s.g., HV, material delivery, No born Infants, standard	Had		As readed	As needed	İ	Level 2 - Internal Use
	ZEISS FORUM - Ochthalmolopy (Rad)	Objetiment	1						wei 4 - Protected
: pPH-cust-8 Public Health	ZSFGH Clinical Oncall Schedulas				Oustorn	As neoded	As needed	Level 2 - Internal Use	Level 2 - Internal Use
presents Public Health	Transbase	The control of the co	Podog svarski komutovneteg uspe di merponine chansenista su vet in sta colazion and lipica tre en transvo- men metore tra prompt intelleda.	pado.	8				val 1 - Public
Public Health	Nextgate EMPI	bassel om/laq/uq.g/rg et leder to criate one matter account number for patients seen across DF		Naxigate	Custom	As Needed	As Needed L		vel 4 - Protected
5	Integraled Library System	An enloyetse requires planning system for a famey used to track tiems owned, orders made, this pild, and patrons influence bases plants,	Data is used by the proprietary system developed by Innovative Interfaces Inc. the Daray's ILS wendor,	hnovative interfaces inc.	Slorra			Lawi 4 - Protected L	Level 4 - Protected
Public Library	Staffnet	Staff was infrared contaking employee phone directory tool procurements; draff reports, mentoe, and meeting infrared a higher and in other boundary commonly read to another and in other processing the processing of the processin	Dain is used by SFPL employees to kecess internal data natural to employment and daily operations of GFPL.	r/a Internal wabpage desinged	Statinet	Continuos	Continuous	Lavel 2 - Jeturnal Use	Level 2 - Internal Use
Public Library	Incident Tracker	Delabase for inching and detailing sountly vanchage or incidents that may reque exapparation of library privileges for	Octa is used by \$FPL employees to dotal techtanis and identity patems temporarely exapterated from I tempy lacelites for violations of Pasion	McKula, Inc.	Incident Tracker	Confinence	Confisions	Lavel 3 - Sentitive	avel 3 - Senative
3		s fired point of thre exclor this varion of two milandimin	Code of Conduct or legal violations, and is taken Suspention Not suspended from the public library, Montavian may Archide palm					T	
Public Utilities Commission	Ţ	Used to goods with contamposon Used for acquisition and load breathy of power	Coepool of wells Consumption rost artists for the Company of the Consumption of the Consu	Fower Settlement (8) Energy	(&) Plexos	Contractor	Confinence	Land 3 - Sensitive	Lawel 3 - Senalibre
	T	Market bearing and the second	Constant Court Constants and Conference Court Co					T	1
		Analysis of the state of the st	O.	ĺ	System			,	
	n Currents (Infransi)			Developed by a consultant		Canthuess	Confiners	_	Level 1 - Poblio
Puc-ons-s Public Utilillas Commission					1	-	Confinence	Ţ	vel 1 - Puelle
	1	of elementy consumpts	Energy Use and Elistency Monitoring		Energy/CAP Enterprise	Daty			Level 3 - Sovetive
	П	Hotch Hatchy Water & Power				Cary	Cally		nel 1 - Puble
PUG-8017-8 Public Utilities Commission	n Agis Flest Commander	Avit.		Agile Access Control	Agila Fleet Commander Co. SolarSF	Contributions	Continuous	Lavel - Scrattive Ly	vol 1 - Public
Puccosa Public Dillurs Commission	T	d position inventory system.	The state of the s				Continuous		wi 1 - Public
FUG-000-4 Public Utilities Commissio	Ī		Hydridopie and Power Gan, eration Databases			Contraous	Contensors		Level 1 - Public
Puc-002-8 Public Utilities Commission	n Solar & Weather Monitoring	Solar and weather montering systems Tracial consultant time for intraspuritue for motive	Figure 1			1	Continuous		wit - Public
puc-oost-s Public Utilities Commission	1	Database of IT Help Dock activity						1	val 1 - Public
	II SEWNODE	Mathatice and management	and general characterizing and chain and chains to the sever system.		Oracle DB		Daily	Level 3 - Secutive L	Savel 1 - Public
PUC-0001-3 Public Ullillies Commission		Mandacho of large meters Outshap seed to tent and autoria the Facility Condition foliar of RPD facilities	į	Nonoywell		Not updated finatorical peloti	Daily Not sociated this infinite onfolial		vel 1 - Public
DESCRIPTION OF THE PROPERTY OF	5 101 101	isomera at our annear enfactive for exempt to make for the case of DOT revent fairth, note a set faithful.	COMET v Condition Management Estimation Technology. Parent that a ballishmenery and court standard condition of permittees.			Outline	Condedo	-	Level 1 - Public
	Contracts	Dolobare used to track purchase orders	Verdor information; product intermation; product cost thinmulain		if Access			Т	
REC-9006-E Recreation and Parks	MSDSTS	Performance in the products with chemical co.	Material Safety Data Sheet Liai of chemicals pre-approved for purchase, information hydrodes Product Names(s), Manufacture, Approved lises, easily consistentions, and according failed.					Lavel 2 - Internal Use	Lavel 2 - Internal Use
REC-8006-8 Recreation and Parks	Sta	Databose used to track develops afform against the degrafitment, polyware pulsey incidents, temporery work confinements for the execution workshops amorphisms another the secular processors and the execution of	Employee veripace high and Stream opens and public properly leaders inports; this includes II class, time & piece of incident, 2, amenorism of brothods of problems of problems and expectation of problems and expectation of problems.	vicrosoft		As needed		Lavet 4 - Protected La	Lovel 4 - Protected
nec-otic-s Recreation and Parks	Paracinal	Diabone used to track employees tarkings and position appointments	Employee ID Mot Delang requirements; categorizes for whether requirements have been met intituge completed	vicrosoft		As needed	As noteded		
REC-9014-8 Regression and Parks	REX	Sollware system used to track and report calls for service to Park Revotes						Lavel 3 - Sensitive La	Level 2 - Internal Use
REC-0015-6 Recreation and Parks	RTS	The same of the sa	the state and the real parties.	Vlanasoft		Dely	Monthly		And the second control of the second
Rec-out-a Recreation and Parks	Telestaff					-		Lorel 3 - Serativo	vel 3 - Sonablive
D D	WEBTMA		Project, Teat. Leaster, Heurs worked, Teat performing task, hourly blow costs, total project of lask costs		cors	Continuous	Centhrious	П	Lavel 1 - Public
: nEC-0020-5 Recreation and Parks	HPOGIS ActivaNat	Craile programmitati reprezentations of RPD proportion, testistes, and promittee.		Microsoft Active Network					Level 1 - Pubio
	Donations					-		Lovel 1 - Public	Lovel 1 - Public
REC-022-8 Recreation and Parks	PFS	Track employees' classifications and super-Asochiopanisas relationshop; also keeps track of employees' personal informative, better them strates and social sociality remines	, sportso, dred reports	1		Gl-Weeting	Ol-Wholey Lo		Level 1 - Public
nec-east-a Regression and Parks	EZ Unks	Their and manage coline god meenfoliers	to & lims of reservative, cost, stember of pisyers	PGA Tout, Inc.			n h		Level 1 - Public
REC-0016-6 Recreation and Parks	Internet								vel 1 - Public
PEC-0027-6 Recreation and Parks	Intranat Mananer	post and racks evolution trained to Department amployees	procedures	- 1				1	wift-Public
REC-0020-5 Recreation and Parks	Nursery Inventory Management Application		Plant I yps, quanty, ander dats, cost	1.	w Tos	Weekly	Weekly	Level 2 - Internal Use	wel 1 - Public
and the state of t	(NIMA)	I said and an and a said of the I second and loaded						Ī	Park 1. Balle
The second of the second	, Luci		<u></u>	Militarios	Addition				

F	REC-0027-5 Recreation and Parks	Sharepoint	stell collaboration and decument sharing	deconorits	Microsoft	Sharepoint	Clark	Daly	Level 2 - Internal Uso	Lawel 1 - Public
REC-0025-E	Recreation and Parks	Strategic Plan	tricing Initiatives and objectives	Objective, Influtive, kad division, support division, timetina	Airtatie	Aidable	Armushy	Annually	Level 1 - Public	Level 1 - Public
RHT-0005-8 FA	Rent Arbitration Board	Petillon and notice tracking system	s tracking system.	The system of record for existen relites, politions, and appears to the flort board	Apple/FileMaker	Filamaker Pro	Centruous	Monthly	Level 3 - Senuthre	Level 1 - Public -
, G	Sheriff	Koele	oncy benting software	Jail, formate backled instructions of expendinges and deposits	Kvele	Kasis webullo	Muliple Sines per hour	Mukple Ilmes per hour	Lavel 4 - Protocted	Level 1 - Public
; tō	Sheriff	Renovo	Orthe scheduling statem for inners with.	Jail, famate Vallation acheololing	Влоло	Renovo website	Multiple flenes per hoor	Muttiple times per hour	Level 4 - Protected	Level 1 - Public
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103	Sheriff	Swap Database	itien of people in alternatives to incarceration.	Law Entarconyect records for those on attenuatives to increases the	Weresoft	Appess	Dalty	Dally	Lavel 4 - Protocted	Lavel 2 - Internal Use
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Respondents Document Submission

CITY AND COUNTY OF SAN FRANCISCO



DENNIS J. HERRERA City Attorney

OFFICE OF THE CITY ATTORNEY

JOHN COTÉ Press Secretary, Communications Director

(415) 554-4662

Email: john.cote@s john.cote@sfcltyatty.org

September 10, 2019

VIA ELECTRONIC MAIL

Honorable Members of the Sunshine Ordinance Task Force c/o: Clerk of the Board of Supervisors Attn: Victor Young, Administrator Room 244, City Hall 1 Dr. Carlton B. Goodlett Place San Francisco CA 94102 victor.young@sfgov.org

Sunshine Ordinance Task Force Complaint No. 19095 Anonymous (MuckRock News) v. Office of the City Attorney

Dear Honorable Task Force Members:

We write in response to the complaint filed by an anonymous person affiliated with MuckRock News, alleging that our office violated the Public Records Act by neglecting to list its email and calendaring software (Microsoft Outlook) on its catalog of enterprise systems.

The Public Records Act requires a local agency to publish certain basic information about its "enterprise systems" - such as the name of the system, its purpose, and how frequently the data in that system are collected and updated. Cal. Gov't Code § 6270.5(a). It is no secret that our office uses Outlook for email and calendaring purposes on a daily basis. Nevertheless, we stand by our decision not to list Outlook as an enterprise system.

As an initial matter, our office's use of Outlook does not fit the statutory definition of an enterprise system. Section 6270.5 defines an enterprise system as a software application or computer system that meets all of the following criteria: (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" (i.e., a system of record). This definition does not apply to our use of Outlook, chiefly because:

- The first criterion requires that the agency use the system to collect, store, exchange, "and analyze" the information. Our office's Outlook system contains emails, but it does not also "analyze" them.
- The second criterion requires, as one alternative, that the enterprise system be a "multidepartmental system." Our office's Outlook is not a "multidepartmental" system. While many City departments use Outlook, they do not all share the same system. For reasons related to the sensitivity and confidentiality of much of the work performed by our office, users from other City departments do not have access to the City Attorney's Outlook system.

CITY AND COUNTY OF SAN FRANCISCO

Letter to Sunshine Ordinance Task Force, Page 2 September 10, 2019

• The second criterion requires, as a second alternative, that the enterprise system "contain information collected about the public." Our Outlook system does not contain "information collected about the public." It is not a data collection system, in contrast, for example, to a database maintained by a public hospital that contains information collected about patients, or the City's 311 system, which contains information about public complaints and the City's responses to them. 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.

We recognize that some of the criteria for an enterprise system are broadly worded – but it is important to recognize that the Legislature adopted these criteria to help determine what constitutes an "enterprise system." That term derives from the software industry, and refers to software that an entity uses to automate its business operations. In the example above, a hospital might use a database to track and analyze data it has collected about patients, rather than perform those tasks manually – that is an enterprise software use. The Legislature was concerned about uses whereby an agency is collecting and analyzing data *about the public*. If the intent was to cover all types of software, even software used for everyday communications and calendaring such as Outlook, the Legislature would have used different language.

In enacting Section 6270.5, the Legislature's main purpose was to "harness the power of local data" and facilitate agency efforts to "collaborate on projects to standardize and share public datasets." (Senate Committee Report, see Ex. A, p. 4.) We do not use Outlook to do those things. Our Outlook system is not a "public dataset."

The complainant points out that two City departments disclose their use of Outlook. But the first, the General Services Agency, lists Outlook not as an email or calendar system but as a "bid tracking database" (to be replaced by PeopleSoft). The second, the Department of Public Health, lists Outlook for communications; but that one department has elected to disclose Outlook does not establish that our office or other departments within City government must treat their systems similarly. If anything, the exception proves the rule: every single other department has declined to designate its email and calendaring systems as an enterprise system. Indeed, the Task Force's own email and calendar systems also does not appear on the City's enterprise catalog. The near-universal practice of City departments to omit their email and calendar systems from their respective enterprise system catalogs reaffirms our conclusion that such systems need not be included.

For the foregoing reasons, we respectfully request that the complaint be dismissed.

DENNIS J. HERRERA

City Attorney

Communications Director

SENATE RULES COMMITTEE

Office of Senate Floor Analyses

(916) 651-1520 Fax: (916) 327-4478

UNFINISHED BUSINESS

Bill No:

SB 272

Author:

Hertzberg (D)

Amended:

9/2/15

Vote:

21

SENATE GOVERNANCE & FIN. COMMITTEE: 7-0, 4/15/15

AYES: Hertzberg, Nguyen, Bates, Beall, Hernandez, Lara, Pavley

SENATE JUDICIARY COMMITTEE: 7-0, 4/21/15

AYES: Jackson, Moorlach, Anderson, Hertzberg, Leno, Monning, Wieckowski

SENATE APPROPRIATIONS COMMITTEE: 7-0, 5/4/15

AYES: Lara, Bates, Beall, Hill, Leyva, Mendoza, Nielsen

SENATE FLOOR: 37-0, 5/7/15

AYES: Allen, Anderson, Bates, Beall, Berryhill, Block, Cannella, De León, Gaines, Galgiani, Hall, Hancock, Hernandez, Hertzberg, Hill, Hueso, Huff, Jackson, Lara, Leno, Leyva, McGuire, Mendoza, Mitchell, Monning, Moorlach, Morrell, Nguyen, Nielsen, Pan, Pavley, Roth, Runner, Stone, Vidak,

Morrell, Nguyen, Nielsen, Pan, Pavley, Roth, Runner, Stone, Vid

Wieckowski, Wolk

NO VOTE RECORDED: Fuller, Liu

ASSEMBLY FLOOR: 79-0, 9/4/15 - See last page for vote

SUBJECT: The California Public Records Act: local agencies: inventory

SOURCE: Author

DIGEST: This bill requires local governments, with specified exceptions, to catalog, and make publicly available, information about their data systems

Assembly Amendments exclude local education agencies from this bill's requirements, modify this bill's definition of "enterprise system," specify a schedule by which local agencies must complete and update catalogues of their data systems, and provide local agencies with an alternative to publicly disclosing

specified information in cases when public disclosure would not serve the public interest.

ANALYSIS:

Existing law, the California Public Records Act (CPRA), requires public records to be open to inspection during office hours and gives every person a right to inspect public records, with specific exceptions. The CPRA also specifies procedures for requesting copies of public records.

This bill:

- 1) Requires local agencies, except local education agencies, in implementing the CPRA, to create a catalog of enterprise systems.
- 2) Defines "enterprise system" as a software application or computer system that collects, stores, exchanges, and analyzes information that the agency uses that is both:
 - a) A multi-departmental system or a system that contains information collected about the public.
 - b) A system of record.
- 3) Defines "system of record" as a system that serves as an original source of data within an agency.
- 4) Directs that an enterprise system must 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.
- 5) Requires that the catalog prepared by each local agency must:
 - a) Be completed and posted by July 1, 2016, and updated annually.
 - b) List the enterprise systems utilized by the agency.
 - c) Disclose, for each enterprise system, all of the following:
 - i) Current system vendor.
 - ii) Current system product.
 - iii) A brief statement of the system's purpose.
 - iv) A general description of categories or types of data.
 - v) The department that serves as the system's primary custodian.
 - vi) How frequently system data is collected.
 - vii) How frequently system data is updated.
 - viii) Be made publicly available in a specified manner.
 - d) Allows a local agency to provide alternative information if, on the facts of the particular case, the public interest served by not disclosing the current system vendor and current system product clearly outweighs the public interest served by disclosure.
- 6) Directs that its provisions must not 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 specified.
- 7) States that its provisions must not be interpreted to limit a person's right to inspect public records pursuant to the provision of the CPRA.
- 8) Contains legislative findings and declarations that:

- a) Identify the potential benefits of expanded public access to electronic data gather and maintained by local agencies.
- b) Demonstrate the interest protected by a specified provision of this bill which limits the public's right of access to public documents.
- c) Disclaim the need to reimburse costs that may be incurred by a local agency or school district under this act.

Comments

Purpose of the bill. Government agencies are rapidly expanding their use of computer technologies to conduct the public's business, including budgeting, mapping, and issuing permits. Much of the electronic data that local governments throughout California possess can be a powerful tool for improving the lives of Californians. Harnessing the power of local data will help to make government more transparent and accountable to the public, foster collaboration among agencies to deliver public services more efficiently and effectively, and support policies that generate economic growth and improve California communities. However, members of the public too often are not aware of what data local governments collect, the format the data is in, or the location where the data is stored. Similarly, a lack of information about local agencies' data systems may impede efforts among local agencies to collaborate on projects to standardize and share public data sets. By requiring local governments to share information about their enterprise data systems, SB 272 takes a significant step towards making California local government data more accessible to the public.

FISCAL EFFECT: Appropriation: No Fiscal Com.: Yes Local: Yes

According to the Assembly Appropriations Committee, because this bill furthers the purpose of the CPRA, local agencies' costs to create catalogues of their respective enterprise systems would be nonreimbursable.

SUPPORT: (Verified 9/4/15)

American Civil Liberties Union of California

American Federation of State, County and Municipal Employees, AFL-CIO

Associated Builders and Contractors of California

Building Owners and Managers Association of California

California Asian Pacific Chamber of Commerce

California Broadcasters Association

California Business Properties Association

California Business Roundtable

California Forward Action Fund
California League of Food Processors
California Manufacturers & Technology Association
California Retailers Association
Commercial Real Estate Development Association
Data Transparency Coalition
Family Business Association
Firearms Policy Coalition
International Council of Shopping Centers
Los Angeles County Business Federation
National Federation of Independent Businesses
San Diego Regional Data Library
San Francisco Technology Democrats
Sunlight Foundation
Urban Strategies Council

OPPOSITION: (Verified 9/4/15)

Cites of Fountain Valley and Palo Alto

ASSEMBLY FLOOR: 79-0, 9/04/15

AYES: Achadjian, Alejo, Travis Allen, Baker, Bigelow, Bloom, Bonilla, Bonta, Brough, Brown, Burke, Calderon, Campos, Chang, Chau, Chávez, Chiu, Chu, Cooley, Cooper, Dababneh, Dahle, Daly, Dodd, Eggman, Frazier, Beth Gaines, Gallagher, Cristina Garcia, Eduardo Garcia, Gatto, Gipson, Gomez, Gonzalez, Gordon, Gray, Grove, Hadley, Harper, Roger Hernández, Holden, Irwin, Jones, Jones-Sawyer, Kim, Lackey, Levine, Linder, Lopez, Low, Maienschein, Mathis, Mayes, McCarty, Medina, Melendez, Mullin, Nazarian, Obernolte, O'Donnell, Olsen, Patterson, Perea, Quirk, Rendon, Rodriguez, Salas, Santiago, Steinorth, Mark Stone, Thurmond, Ting, Wagner, Waldron, Weber, Wilk, Williams, Wood, Atkins

NO VOTE RECORDED: Ridley-Thomas

Prepared by: Brian Weinberger / GOV. & F. / (916) 651-4119 9/4/15 19:10:21

**** END ****

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.

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%3A78 PInm1Xsr8sHkb9U8tB77oLzUY&next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%25 2Faccounts%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 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 to complete a Board of Supervisors Customer Service Satisfaction form.

The Legislative Research Centerhttp://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(I).

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(I).

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.

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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. 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(I).

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(I).

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%3A1i3pgZ%3A78 PInm1Xsr8sHkb9U8tB77oLzUY&next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%25 2Faccounts%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.



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

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

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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.

** 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(I).

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(I).

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,

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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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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: Facebookhttps://twitter.com/SFCityAttorney/ Instagramhttps://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(I)."

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(I)).

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 look forward to your immediate disclosure.

Sincerely, Anonymous

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

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79182%252F%253Femail%253Dsotf%252540sfgov.org&url_auth_token=AAAuFBaWTyfyRXNxLh3MkFOGTxo%3A1i3lp0%3A0PLm7rH8thuVB7rOpPL sdJe9tY

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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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From:

SOTF, (BOS)

Sent:

Tuesday, September 3, 2019 11:15 AM

To:

Cote, John (CAT); COOLBRITH, ELIZABETH (CAT)

Subject:

SOTF - Complaint Filed with the Sunshine Ordinance Task Force - File No. 19095

Attachments:

SOTF - Complaint Procedure 2018-12-05 FINAL.pdf; 19095 Complaint.pdf

Good Morning:

Dennis Herrera and the Office of the City Attorney 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 <u>here</u> to complete a Board of Supervisors Customer Service Satisfaction form.

The <u>Legislative Research Center</u> 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.