

## RE: PRESERVE and Produce records - Immediate Disclosure Request - Emergency records

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From: CityAttorney (CAT) <cityattorney@SFCITYATTY.ORG>

To: team@hvsafe.com <team@hvsafe.com>

CC: CityAttorney (CAT) <cityattorney@SFCITYATTY.ORG>

Date: Tuesday, January 11th, 2022 at 11:23 AM

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Dear Team,

I am responding on behalf of the City Attorney's Office to your below request. After a diligent and reasonable search, our office determined we have no non-privileged responsive records in our custody. Please note we are withholding responsive records covered by attorney-client privilege ([Cal. Gov't Code § 6276.04](#); [Cal. Evid. Code § 954](#)) and attorney work product (Cal. Gov't Code § 6276.04; Cal. Code of Civil Pro. § 2018.030).

Please send replies to [cityattorney@sfcityatty.org](mailto:cityattorney@sfcityatty.org)

Best,



**Elizabeth A. Coolbrith**

Paralegal

Office of City Attorney David Chiu

(415) 554-4685 Direct

[www.sfcityattorney.org](http://www.sfcityattorney.org)

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**From:** Coolbrith, Elizabeth (CAT) **On Behalf Of** CityAttorney (CAT)

**Sent:** Monday, January 10, 2022 4:37 PM

**To:** 'team@hvsafe.com' <team@hvsafe.com>

**Cc:** CityAttorney (CAT) <cityattorney@SFCITYATTY.ORG>

**Subject:** RE: PRESERVE and Produce records - Immediate Disclosure Request - Emergency records

Dear Team,

I am responding on behalf of the City Attorney's Office to your below request. Please note that we are invoking an extension of time under Government Code section 6253(c) due to the need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records. We will endeavor to process your request as quickly as possible and anticipate responding no later than the close of business January 24, 2022. If you have any questions in the meantime, please contact us at the information below.

Please send replies to [cityattorney@sfcityatty.org](mailto:cityattorney@sfcityatty.org)

Best,



**Elizabeth A. Coolbrith**

Paralegal

Office of City Attorney David Chiu

(415) 554-4685 Direct

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**From:** Coolbrith, Elizabeth (CAT) **On Behalf Of** CityAttorney (CAT)

**Sent:** Monday, January 3, 2022 5:22 PM

**To:** 'team@hvsafe.com' <team@hvsafe.com>

**Cc:** CityAttorney (CAT) <cityattorney@SFCITYATTY.ORG>

**Subject:** RE: PRESERVE and Produce records - Immediate Disclosure Request - Emergency records

Dear Team,

I am responding on behalf of the City Attorney's Office to your below request. Your request

was sent as an "Immediate Disclosure Request" under San Francisco Administrative Code Section 67.25(a). But to qualify under that section, the request must be "simple, routine and readily answerable." The Sunshine Ordinance requires shorter response times in those situations where a department is able to quickly locate and produce the requested records. In order to respond to your request, this office will need to conduct an extensive review of our electronic files to find and review responsive records. For this reason, we are not treating your request an "immediate disclosure" request, but as one which is subject to the normally applicable 10-day response time, which will be January 10, 2022.

Please send replies to [cityattorney@sfcityatty.org](mailto:cityattorney@sfcityatty.org)

Best,



**Elizabeth A. Coolbrith**

Paralegal

Office of City Attorney David Chiu

(415) 554-4685 Direct

[www.sfcityattorney.org](http://www.sfcityattorney.org)

Original Message-----

From: TEAM <[team@hvsafe.com](mailto:team@hvsafe.com)>

Sent: Friday, December 31, 2021 9:08 AM

To: MYR-All.DepartmentHeads@sfgov.org; [mayorlondonbreed@sfgov.org](mailto:mayorlondonbreed@sfgov.org); Heckel, Hank (MYR) <[hank.heckel@sfgov.org](mailto:hank.heckel@sfgov.org)>; Bruss, Andrea (MYR) <[andrea.bruss@sfgov.org](mailto:andrea.bruss@sfgov.org)>; Elsbernd, Sean (MYR) <[sean.elsbernd@sfgov.org](mailto:sean.elsbernd@sfgov.org)>; Power, Andres (MYR) <[andres.power@sfgov.org](mailto:andres.power@sfgov.org)>; Lynch, Andy (MYR) <[andy.lynch@sfgov.org](mailto:andy.lynch@sfgov.org)>; Cretan, Jeff (MYR) <[jeff.cretan@sfgov.org](mailto:jeff.cretan@sfgov.org)>; Scott, William (POL) <[william.scott@sfgov.org](mailto:william.scott@sfgov.org)>; Dorsey, Matt (POL) <[matt.dorsey@sfgov.org](mailto:matt.dorsey@sfgov.org)>; [bos-legislative\\_aides@sfgov.org](mailto:bos-legislative_aides@sfgov.org)

Subject: PRESERVE and Produce records - Immediate Disclosure Request - Emergency records

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

1) All departments, employees, and Supervisors: Preserve AND PRODUCE on a rolling basis all of your texts, chats of any kind, DMs, PMs, group messages, or Microsoft Teams messages sent or received where any party is London Breed, Sean Elsbernd, Andrea Bruss, Andres Power, Mary Ellen Carroll, Chief Scott, Tom Paulino, Andy Lynch, Jeff Cretan, Matt Dorsey, or

any BoS Supervisor or their staff:

(a) on December 23, 2021 on any topic, and

(b) from Dec 1, 2021 to present on the topic of the Tenderloin emergency.

2) Further produce on a rolling basis: any contracts (including any form of agreements, agreements to agree, MoUs, amendments, exhibits, offers, counteroffers, attachments, appendices) between the City or any part of the City and Urban Alchemy that:

(c) are in effect at present, or

(d) for which any payments were sent or received by the City from Oct 1, 2021 to present, or

(e) where the record was sent, received, created, or modified from Oct 1, 2021 to present.

3) Further produce: communications of any form (email, text, chat, DM, GM, PMs, etc.) between your agency's employees/officials and Urban Alchemy (incl. its employees, officers, or attorneys/representatives) from Oct 1, 2021 to present.

4) Further produce: calendar or meeting entries for any agency employee/official where any invitee, attendee, or organizer is Urban Alchemy (incl. its employees, officers, or attorneys/representatives) from Oct 1, 2021 to present.

For Microsoft Teams:


I am asking for responsive records in all 4 types of MS Teams systems listed here:  
<https://docs.microsoft.com/en-us/microsoft-365/compliance/teams-workflow-in-advanced-ediscovery?view=o365-worldwide> <<https://docs.microsoft.com/en-us/microsoft-365/compliance/teams-workflow-in-advanced-ediscovery?view=o365-worldwide>> :

- Teams 1:1 chats. Chat messages, posts, and attachments shared in a Teams conversation between two people. Teams 1:1 chats are also called conversations.
- Teams group chats. Chat messages, posts, and attachments shared in a Teams conversation between three or more people. Also called 1:N chats or group conversations.
- Teams channels. Chat messages, posts, replies, and attachments shared in a Teams channel.
- Private Teams channels. Message posts, replies, and attachments shared in a private Teams channel.

Thank you.

HVSafe

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