

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

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From: Tanenberg, Diedre (ENV) <diedre.tanenberg@sfgov.org>

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

Date: Thursday, January 6th, 2022 at 5:00 PM

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Hi Team,

Thank you for reaching out to the Department of the Environment.

We have conducted a diligent search for records responsive to your request. We have found none. Accordingly, we have no records to produce in response to your request.

With regards,

**Diedre Tanenberg**  
**Public Affairs Asst. Coordinator**

San Francisco Department of the Environment

[diedre.tanenberg@sfgov.org](mailto:diedre.tanenberg@sfgov.org)

P: (415) 255-5870

Pronouns: she, her, hers

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

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

**To:** MYR-ALL Department Heads <[MYR-All.DepartmentHeads@sfgov.org](mailto:MYR-All.DepartmentHeads@sfgov.org)>; Breed, Mayor London (MYR) <[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 <[bos-legislative\\_aides@sfgov.org](mailto:bos-legislative_aides@sfgov.org)>

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

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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> :


- 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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