

# Preserve & Produce - Immediate Disclosure Request - Senior meeting notes

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

Date: Monday, January 3rd, 2022 at 8:30 AM

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Mayor Breed and Office of Mayor:

Please see the addendum at the bottom which applies to each numbered request below. You are required to maintain the \*originals\* of all responsive records - this ensures we can appeal any unlawful withholding/redaction.

Produce meeting notes, prep notes, presentations, slide decks, after-meeting reviews, agendas, and transcripts, created of or about each Senior Staff or Department Head meeting in 2020.

Addendum:

Comply with each clause of the Sunshine Ordinance. Ensure each redaction is justified by a key/footnote, and each withholding is justified in writing. Comply with every consent agreement you may be subject to, including but not limited to: <https://www.documentcloud.org/documents/20699602-mayors-office-agreement-to-produce-email-metadata-letter-to-anonymous-and-sof-re-sof-file-no-20006-plus-attachments> , <https://www.documentcloud.org/documents/20983054-signed-mayors-office-letter-amended-letter-to-sof-and-anonymous-re-sof-file-no-20052> .

Provide rolling response - SFAC 67.25(d) - for all requests. If providing records via any form of website or file share, ensure that no restrictions like login, terms of service, or identity, apply.

For email and calendar, exact PDF copies of each and every distinct, individual record (including separately, each email in each thread, and meeting entry in each date) are sufficient with the body, invitees, attendees, attachments, email addresses, To/From/cc/Bcc, urls, formatting, and hyperlinks.

For Microsoft Office or office productivity (word processing, spreadsheets, and presentations) documents, produce an exact copy of the record in its original electronic format; do not convert to PDF - preserve all metadata and history and formatting. If Google Drive records are responsive, a view-only hyperlink accessible without login is acceptable, or you may download the file as Word, Excel, or PowerPoint file and provide that file \*with all interactive features\* - do not provide a non-PDF file as PDF.

For records of any kind with: attachments (must be produced in their original electronic format), images, audio, video, formatting, hyperlinks/URLs, date/time stamps, participant/author names, comments, or history -- be sure to preserve and produce all of those parts.

If communications of any kind are requested, they include every form or type of communication, including but not limited to email, chats, texts, iMessage, direct message, private message, MS Teams, group message, physical letters/memos, and voicemail.

You must search all records deemed in the constructive possession of the City: personal property about the conduct of public business, government property, and City contractors (for records the government has a contractual interest in). You must justify all withholding. You must provide a keyed justification for each and every redaction.

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