

#19047
Anonymous
vs
Office of Mayor, et al.

Before the Sunshine Ordinance Task Force
San Francisco City Hall
October 2, 2019

Re: Disclosure of All Calendars + Calendar/Event
Metadata

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Respondents and SF City agencies are sometimes referred collectively to as the "Government" herein. Interpretation of the Ordinance and CPRA should be consistent across all City agencies.

Questions for the Task Force / Proposed Findings

1. Must city agencies disclose calendar records that exist, but were not required to be created by SFAC 67.29-5? Yes.
2. Must city agencies release calendars in “.ics” format or other native calendar formats, when requested? Yes.
3. Must city agencies release PDFs of calendar records in full-text format instead of print/scanned image format? Yes.
4. Must city agencies release calendar/event metadata and headers, when requested, and to what degree? Yes, all of them, except those values explicitly exempt (security, privilege, etc.).

I am not an attorney or IT administrator. Instead, this presentation is my lay opinion based on my research.

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High level - what the Task Force needs to determine today.

1. All records are presumed public unless explicitly exempt, and calendars are public records (SFAC 67.21(g), Gov Code 6252(c)). Nothing exempts calendars not required by 67.29-5 (Prop G). Good Govt Guide (which has no legal weight, but is the Government’s own analysis) itself acknowledges this.
2. Gov Code 6253(b), 6253.9 and SFAC 67.21(l) together require Government to produce records in ANY format that is either: original, available OR “easily generated.” .ics calendars are easily generated by a ~2-click export from Outlook. Note: ease of redaction is not addressed; only ease of generating the format. SFAC 67.26 dictates that such redaction is a normal part of Government employee work, and no fee be charged.
3. Text PDFs are “easily generated” (we know this because Respondents did it May 9!). Good Govt Guide again discusses this in the context of accessibility. Government’s arguments that the scanned PDF was provided for “accessibility” does not make sense -- people needing screen readers would be unable to hear the information.
4. SFAC 67.26 and 67.27 permit agencies ONLY to redact/withhold exempt information. All other info, no matter how small, must be released, and redaction is a normal part of the job for custodians and attorneys. As far as I can tell, in Calendars, NO metadata is actually security-sensitive. Has the Government even looked at an .ics file and studied it with their IT experts?

Timeline & Facts of the Case

1. **May 8, 2019** - Immediate Disclosure Request (IDR) for 1 week of Mayor's calendar records in electronic format w/ metadata for all events
2. **May 9** - Heckel discloses text PDF of calendar titled "**PropG, Mayor (MYR);**" refuses* to provide native format; did not provide metadata or indicate it was withheld; did not provide non-Prop G calendar or indicate it even exists and was withheld
3. **May 11** - SOTF complaint filed
4. **May 15** - 1st Sup. of Records petition filed
5. **Aug. 20** - Complaint Committee finds jurisdiction & records are public, refers to SOTF
6. **Aug. 21** - Carefully worded new IDR for past and future calendars for different dates to test the gov't's legal theories for withholding May 8 IDR records
7. **Aug. 26** - Sup. of Records denies 1st petition in full.
8. **Aug. 27** - 2nd Sup. of Records petition filed.
9. **Sep. 5** - Heckel partially discloses non-Prop G calendars to *Aug. 21* IDR, strongly suggesting unlawful withholding occurred in May 8 IDR.
10. **Sep. 6, ~6:15pm** - Heckel discloses supplemental non-Prop G calendar to May 8 IDR as scanned PDF, entitled "**Calendar, Mayor (MYR),**" withholding* native formats and metadata. Note the footer shows Resp. generated the document on Aug. 27.
9. **Sep. 6, ~6:19pm** - Sup. of Records, citing supplemental disclosures from 4 minutes prior, replies without a determination on 2nd petition.

The non-Prop G "Calendar, Mayor (MYR)" account, released in part on Sep. 5 and 6, does indeed hold more information than the Prop G calendar, ex: which staff members go to each event. It also includes information about "SID" (unknown meaning, withheld under 6254(f)), and recurrence (how often meetings repeat) information, which is one of various kinds of metadata still withheld.

* Asterisk refusals/withholdings were justified, but I believe the justifications are wrong.

Analysis of Non-Prop G Calendar in Print Format

12 PM	Jewish Vocational Service (JVS) Strictly Business Luncheon (Staff: Joshua Arce / [redacted] Joaquin Torres / [redacted] Sheryl Davis / [redacted] San Francisco Marr
1	
2	Naomi Kelly and Heather Green re: Capital Fund Allocation (Staff: Kelly Kirkpatrick / [redacted] City Hall, Room 200, MO Frank Fung Swearing In (Staff: Kanishka Karunaratne Cheng / [redacted] City Hall, Room 200, MO
3	Meet and Greet with Jamestown Youth Community Center (Staff: Emma Heiken / [redacted] City Hall, Room 200, International Room
4	Police Chief William "Bill" Scott (Staff: Sean Elsbernd / [redacted] City Hall, Room 200, MO
5	Neighborhood Preference Resident Visit and Video Recording (Staff: Andy Lynch / [redacted] Kim Dubin / [redacted] 150 Van Ness (entrance is on Hayes Street) - Unit 503 Asian Pacific American (APA) Heritage Month Awards and Reception Celebration (Staff: Mason Lee / [redacted] Judy Lee / [redacted] Herbst Theatre, War Memorial Building,
6	
7	
8	

Location information withheld; one-page summary printouts exclude this information

Recurrence metadata withheld, but indication it exists

PDF was generated by printing after request was made; it is not how record was held

Calendar, Mayor (MYR)

There are *at least 2* accounts holding calendar data for the mayor; may be more

8/27/2019 1:56 PM

Source: Excerpt of public record supplementally disclosed by Heckel, Sept. 6, 2019; redacted by respondents

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The poor quality of the record is due to the likely method used by the Government to copy it - by printing it on paper and scanning it back in to PDF. No excuse to not provide a text PDF, as they did on May 9. Text pdfs are "easily generated."

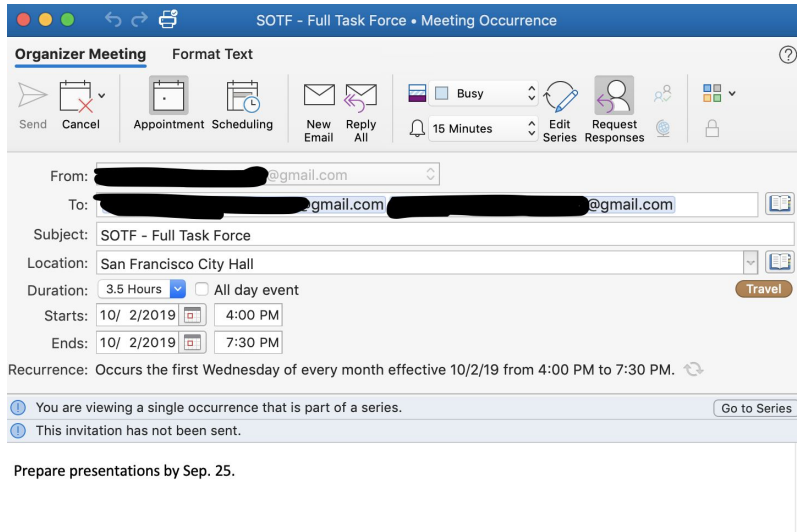
Redactions seen here are withheld cell phone #s (under Constitutional privacy), and are not currently in dispute.

Calendar Event Metadata in Outlook

Who created the meeting and who was invited

Exact location, start and end times

Detailed body/description



Free/busy indicators

Category, importance

How often the meeting repeats

Source: An event created in my local calendar (not a City record)

What a calendar meeting looks like in Outlook.

Calendar Event Metadata in .ics file [1 of 2]

DRAFT - Attorney/Client Privileged & Confidential

```

BEGIN:VCALENDAR
PRODID:-//Microsoft Corporation//Outlook 16.0 MIMEDIR//EN
VERSION:2.0
METHOD:REQUEST
X-MS-OLK-FORCEINSPECTOROPEN:TRUE
BEGIN:VTIMEZONE
TZID:Pacific Standard Time
BEGIN:STANDARD
DTSTART:16011104T020000
RRULE:FREQ=YEARLY;BYDAY=1SU;BYMONTH=11
TZOFFSETFROM:-0700
TZOFFSETTO:-0800
END:STANDARD
BEGIN:DAYLIGHT
DTSTART:16010311T020000
RRULE:FREQ=YEARLY;BYDAY=2SU;BYMONTH=3]
TZOFFSETFROM:-0800
TZOFFSETTO:-0700
END:DAYLIGHT
END:VTIMEZONE
BEGIN:VEVENT
ATTACH;ENCODING=BASE64;VALUE=BINARY;X-FILENAME=image001.png;ivBORw0KGgoAAAA...
ATTACH;ENCODING=BASE64;VALUE=BINARY;X-FILENAME=image002.jpg;9j/4AAQSkZJRgA...
ATTACH;ENCODING=BASE64;VALUE=BINARY;X-FILENAME=image003.jpg;9j/4AAQSkZJRgA...
ATTACH;ENCODING=BASE64;VALUE=BINARY;X-FILENAME=image004.jpg;9j/4AAQSkZJRgA...
ATTACH;ENCODING=BASE64;VALUE=BINARY;X-FILENAME=image005.png;ivBORw0KGgoAAAA...
ATTENDEE;CN="Boomer, Roberta";RSVP=TRUE;mailto:Roberta.Boomer@sfmta.com
ATTENDEE;CN="Steinberg, David (DPW)";RSVP=TRUE;mailto:david.steinberg@sfdpw.org
...
ATTENDEE;CN="Heckel, Hank (MYR)";RSVP=TRUE;mailto:hank.heckel@sfgov.org
ATTENDEE;CN="Thompson, Marianne (ECN)";RSVP=TRUE;mailto:marianne.thompson@sfgov.org
ATTENDEE;CN="Selby, Matthew (REG)";ROLE=OPT-PARTICIPANT;RSVP=TRUE;mailto:matthew.selby@sfgov.org
ATTENDEE;CN="McHale, Maggie (HRD)";ROLE=OPT-PARTICIPANT;RSVP=TRUE;mailto:maggie.mchale@sfgov.org

```

PRODID: Product used

VTIMEZONE: The timezone and daylight savings information

ATTACH: Attachments, images, etc.

ATTENDEE: Name, email, and status of each meeting invitee.

Source: Annotated Excerpts of a .ics calendar public record published online by CCSF/DPW at:

<https://sanfrancisco.nextrequest.com/documents/1670072>

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.ics (iCalendar/vCalendar) is a textual file format that describes a calendar or individual meetings. It is a standard/open format, see <https://en.wikipedia.org/wiki/iCalendar>, IETF RFCs 5545, 5546, 6868, 7529, 7986.

It is "easily generated" by ~2-3 click process in Outlook. For example:

<https://its.uiowa.edu/support/article/3960>

Included are many details that are **not** exempt from disclosure.

Nothing I could find in this DPW-disclosed .ics record is security-sensitive as far as I know. If the special calendar accounts have secret email addresses to prevent outsiders from spamming invites, they are free to redact that alone. Even if some things are exempt, the rest must be disclosed.

Calendar Event Metadata in .ics file [2 of 2]

```

CLASS:PUBLIC
CREATED:20190822T221415Z
DESCRIPTION:Hi Everyone\, \n\n \n\nI look forward to seeing you at our next
Custodians of Records meeting. Please send me your agenda items. \n\n \n
nCaroline Celaya\n\nManager\, Public Records Requests \n\n \n\n\n\n \n\n01
fice 415-701-4648\n\nSan Francisco Municipal Transportation Agency\n\n1 Sc
uth Van Ness Avenue\, 7th floor\n\nSan Francisco\, CA 94103\n\n <https://w
ww.instagram.com/sfntaphoto/> <https://www.facebook.com/SFMTA.Muni/> <ht
tps://twitter.com/sfnta_muni> <https://www.sfnta.com/> \n\n \n\n \n\n \n
n
DTEND;TZID="Pacific Standard Time":20190912T163000
DTSTAMP:20190812T193819Z
DTSTART;TZID="Pacific Standard Time":20190912T153000
LAST-MODIFIED:20190822T221415Z
LOCATION:SFMTA\, 7th Floor\, Union Square Conference Room
ORGANIZER;CN="Celaya, Caroline":mailto:Caroline.Celaya@sfnta.com
PRIORITY:5
SEQUENCE:0
SUMMARY:Custodian of Records Quarterly meeting
TRANSP:OPAQUE
UID:04000000...
X-ALT-DESC;FMTTYPE=text/html:<html xmlns:v="urn:schemas-microsoft-com:vml" ...
X-MICROSOFT-CDO-BUSYSSTATUS:BUSY
X-MICROSOFT-CDO-IMPORTANCE:1
X-MICROSOFT-CDO-INTENDEDSTATUS:BUSY
X-MICROSOFT-DISALLOW-COUNTER:FALSE
BEGIN:VALARM
TRIGGER:-PT15M
ACTION:DISPLAY
DESCRIPTION:Reminder
END:VALARM
END:VEVENT
END:VCALENDAR

```

CLASS: Public/private visibility
CREATED: When the meeting was created
DESCRIPTION: Body/desc. of the event
DTSTART/END: Precise start/end of event
LAST-MODIFIED: When the meeting was edited
LOCATION: Full location
ORGANIZER: Name/email of meeting creator
SUMMARY: Title
UID: Unique id of meeting
X-ALT-DESC: Formatted body/desc.
PRIORITY/IMPORTANCE: Importance
VALARM: Reminder settings

If this meeting repeated, would also see that as an **RRULE** datum.

Source: Annotated Excerpts of a .ics calendar public record published online by CCSF/DPW at:

<https://sanfrancisco.nextrequest.com/documents/1670072>

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Request for Relief - Find Respondents Violated:

1. **SFAC 67.21(I)** - Resp. failed to provide emails in requested “.ics” format (or text PDFs instead of images), which are “easily generated”, on May 9 and Sept 6.
2. **SFAC 67.21, 67.26** - Resp. withheld more than the legally exempt portions of the records, on May 9, of metadata and non-Prop-G calendars, and on Sept 6, of metadata
3. **SFAC 67.27** - Resp. failed to justify withholding, on May 9, of metadata and non-Prop-G calendars
4. **SFAC 67.21(k)** - Violations of CPRA, incorporated by reference: **Gov Code 6253.9, 6253, and 6255**

Request for Relief - Determine the following are public and order their immediate publication:

1. All non-67.29-5 or “unofficial” calendars not yet disclosed, in any form/media, possessed by the Mayor herself or her staff
2. All requested calendar records *in the “.ics”* format (instead of .pdf format), with justified redactions if any. If PDFs are disclosed for any record, they must be full-text & searchable, not printed + scanned images
3. All data/metadata for each meeting item in the time period requested (incl. but not limited to creator, timestamps, full item body, recurrence information, location, and invitees)