

CITY AND COUNTY OF SAN FRANCISCO



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Sent via email (72902-46637773@requests.muckrock.com)

Re: Petition to Supervisor of Records

To Whom It May Concern:

This letter responds to your petition to the Supervisor of Records dated August 27, 2019, concerning a request to the Mayor's Office for calendar entries. We understand your petition to relate to your May 8, 2019 request to the Mayor's Office for:

an electronic copy, in the original electronic format, with all calendar item headers, email addresses, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by the Ordinance, of the Mayor's calendar, with all items, from April 28 to May 4, 2019 (inclusive).

You contend that the Mayor's Office improperly withheld responsive calendar entries that are not required to be maintained and disclosed under Section 67.29-5 of the Sunshine Ordinance (Administrative Code Section 67.29-5). Section 67.29-5 requires certain City officials to maintain a daily calendar and prescribes the information that must be recorded and disclosed in such calendar and the process for obtaining it. Separate and apart from this requirement, this Office has stated that where "an official or employee maintains a personal work calendar, it would be considered a public record, with exempt material subject to redaction." (*See City Attorney's Good Government Guide*, p. 121).

We understand that the Mayor's Office has now produced additional documents in response to your request. The Mayor's Office redacted some information from this production but did not otherwise withhold any responsive records. If you believe the Mayor's Office improperly applied redactions to this production, please specify which redactions you contest. Otherwise, we consider this petition closed.

Very truly yours,

DENNIS J. HERRERA
City Attorney

A handwritten signature in black ink, appearing to read "Bradley A. Russi".

Bradley A. Russi
Deputy City Attorney