



SUNSHINE ORDINANCE TASK FORCE
Information Technology Ad Hoc Committee
CITY AND COUNTY OF SAN FRANCISCO
MINUTES

Hearing Room 408
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

May 23, 2017 - 4:00 PM

Special Meeting

Members: Dave Maass (Chair); Bruce Wolfe, Josh Wolf

1. CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES

Chair Dave Maass called the meeting to order at 4:00 p.m. On the call of the roll Chair Dave Maass, Member Bruce Wolfe, and Member Josh Wolf were noted present. There was a quorum.

There were no agenda changes.

2. Approval of the April 25, 2017, Information Technology Ad Hoc Committee meeting minutes.

Chair Maass requested the April 25, 2017 minutes be amended (Item 4) to correct the name of Ted Han and to change the requester from Member Wolfe to Chair Maass.

Member Bruce Wolfe, seconded by Member Josh Wolfe, moved to approve the April 25, 2017, minutes at amended.

Public Comment:
None.

The motion PASSED by the following vote:

Ayes: 3 - B. Wolfe, J. Wolf, Maass
Noes: 0 - None

3. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction but not on today's agenda. *(No Action)*

Speakers:

Ann Treboux requested that the Arts Commission provide legal justification for not providing certain records.

4. **File No. 16103: Hearing** - Use of automatic email responses and out of office coverage in relation to compliance with the Sunshine Ordinance.

David German and Chad Bradford, Department of Technology (IT) provided a summary of the Information Technology Department's roles in the city email system and responded to questions from the Committee. Mr. German stated that the individual departments own and control their own email system. Mr. German stated that archives are maintained by Office 365 and IT does not have access. IT is working on developing universal policies and is willing to provide training on the utilization of the functions of Office 365.

The Committee suggested that the Education, Outreach and Training Committee develop a memo to distribute to all departments with recommendations regarding the use of email features to assist with the compliance of the Sunshine Ordinance.

Public Comment:

Ann Treboux suggested that the Arts Commission receive additional email training.

No actions taken on the hearing file.

5. **File No. 17050: Hearing** - Electronic archives and backups with the Department of Technology.

David German and Chad Bradford, Department of Technology (IT) provided a summary of the Information Technology Department's function is archives of public records and responded to questions from the Committee. Mr. German stated that departments are responsible for creating and following their records retention policy and stated that the email system should not be used as a means to store records. Mr. German stated that departments should review their own records and periodically purge items that are not required to be maintained.

Public Comment:

Ann Treboux stated that the Arts Commission shouldn't be storing files via the email system.

No actions taken on the hearing file.

6. **File No. 17052: Hearing** - Creation of a Sunshine Ordinance Task Force database of Orders of Determinations, case law library and precedence.

The Committee discussed the Board of Supervisors' Request for Proposal for a legislative tracking system and the possibility of adding a component that will serve the needs of the Sunshine Ordinance Task Force to track their own decision. The Committee suggested identifying specific needs of the Task Force for possible inclusion into the Request for Proposal.

Public Comment:
None.

No actions taken on the hearing file.

Task Force Chair Bruce Wolfe appointed Eric Eldon to sit as an additional member of the Committee.

7. **File No. 17051: Hearing** - Disclosure of public records contained on personal devices and accounts.

The Committee discussed the recent court decision regarding public records contained on personal devices and accounts. The Committee suggested a poll to survey and collect information regarding the enforcement and implementation of the guidelines related to the matter.

Member Eldon, seconded by Josh Wolf, moved to create and transmit a poll to various open government agencies and stakeholder groups (to be identified by Chair Maass) in an effort to collect information regarding implementation of Smith V. San Jose (Personal Electronic Devices).

Public Comment:
None.

The motion PASSED by the following vote:

Ayes: 3 - B. Wolfe, J. Wolf, Maass
Noes: 0 - None

8. **Announcements, Comments, Questions, Future Agenda Items, and Pending Calendar.**

Chair Maass requested a hearing on the Police Departments systems for responding to public records requests (To be heard by IT Ad Hoc Committee).

Member Josh Wolf requested information regarding the cameras installed into the hearing rooms and possible plans to televising Task Force meetings.

9. **ADJOURNMENT**

There being no further business the meeting was adjourned at 5:34 p.m.

APPROVED: July 25, 2017
Information Technology Ad Hoc Committee
Sunshine Ordinance Task Force

N.B. The Minutes of this meeting set forth all actions taken by the Sunshine Ordinance Task Force on the matters stated, but not necessarily in the chronological sequence in which the matters were taken up.