

**From:** Matt Joseph  
**To:** SOTF (BOS)  
**Cc:** Wu, Darren (DBI); DBI Records 3R; Somera, Alisa (BOS)  
**Subject:** Re: Notice of Hearing: Sunshine Ordinance Task Force, 5/7/2025 Convenes at 4:00 p.m., Hearings on Complaints at 5:00 p.m. (File No. 24064)  
**Date:** Tuesday, April 29, 2025 7:39:33 PM  
**Attachments:** [image001.png](#)  
[image003.png](#)  
[2025-04-29 - Petitioner Supplemental - SOTF File No. 24064.pdf](#)

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Hello,

I am confirming my attendance for the Sunshine Ordinance Task Force, 5/7/2025 meeting. Please see attached supplemental document for inclusion into the agenda packet. Let me know if you have any issues accessing the document.

Thanks,  
-Matt Joseph  
<https://mattj.io>

On Thu, Apr 24, 2025 at 5:31 PM SOTF (BOS) <[sotf@sfgov.org](mailto:sotf@sfgov.org)> wrote:

Hello –

The following Sunshine Ordinance Task Force matters have been scheduled for hearing as follows:

Date: May 7, 2025 (Hybrid Meeting in-person/remote)  
Location: Hearing Room 408, City Hall, San Francisco, CA 94102  
Time: Meeting Convenes – 4:00 p.m.

Public Comment, Consent Agenda, and Hearings on Complaints – begin 5:00 p.m. or as soon thereafter as possible

Information regarding how to participate via telephone or via teleconference (Webex) will be listed on the Agenda. Agendas are available [online](#) and at the [San Francisco Public Library](#) at least 72 hours before the meeting.

### **Why Am I Receiving This Notice?**

You are receiving this notice because you are named as a Complainant or Respondent in one of the following complaints scheduled for hearing to: 1) hear the merits of the complaint; 2) issue a determination; and/or 3) consider referrals from a Task Force Committee,

or

You are receiving this notice because you are named as a Complainant or Respondent in one of the following complaints for a hearing to: 1) determine if the Task Force has jurisdiction; 2) review the merits of the complaints; and/or 3) issue a report and/or recommendation to the SOTF.

### **Must I Attend?**

**Complainants:** Your attendance is required for this meeting/hearing.

**Respondents/Departments:** Pursuant to Section 67.21 (e) of the Ordinance the custodian of records, or a representative of your department who can speak to the matter, is required at the meeting/hearing.



### **IMPORTANT - CONFIRM YOUR ATTENDANCE**

- Petitioner's Failure to Appear at the meeting without prior notice will result in the file being **Closed**.
- Respondent's Failure to Appear will result in additional violations of the Sunshine Ordinance.

Confirm your attendance and submit any additional supplemental/support documents for inclusion into the agenda packet by **5:00 p.m., Wednesday, April 30, 2025**.

### **Which Matters Will be Heard?**

**File No. 24064:** Complaint filed by Matt Joseph against the Department of Building Inspection for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) 67.21(k) by failing to release documentary public information, 67.26 by failing to disclose records in their entirety, and 67.27 by failing to provide justification for the withholding of information in writing.

Click [here](#) for the Complaint Procedures.

Thank you.

*Patricia Petersen* (she/her)

Assistant Clerk

Board of Supervisors

1 Dr. Carlton B. Goodlett Place, Room 244

Telephone 415-554-7719 | Fax 415-554-5163

[sotf@sfgov.org](mailto:sotf@sfgov.org) | [www.sfbos.org](http://www.sfbos.org)



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**Disclosures:** Personal information that is provided in communications to the Board of Supervisors is subject to disclosure under the California Public Records Act and the San Francisco Sunshine Ordinance. Personal information provided will not be redacted. Members of the public are not required to provide personal identifying information when they communicate with the Board of Supervisors and its committees. All written or oral communications that members of the public submit to the Clerk's Office regarding pending legislation or hearings will be made available to all members of the public for inspection and copying. The Clerk's Office does not redact any information from these submissions. This means that personal information—including names, phone numbers, addresses and similar information that a member of the public elects to submit to the Board and its committees—may appear on the Board of Supervisors website or in other public documents that members of the public may inspect or copy.

# Executive Summary

Re: Matt Joseph v. CCSF Department of Building Inspection, File No. 24064

Author: Matt Joseph

Prepared on: 2025-04-29

The CCSF Department of Building Inspection (“DBI”), as a matter of written and acknowledged policy:

- Obstructs the inspection and copying of public records.
- Intentionally places limitations on access to public records. These limitations include usage restrictions, passwords, encryption, and watermarks.
- Refuses to provide records in the original electronic format in which it holds the information.
- Unilaterally decides which requests are covered by the Sunshine Ordinance and California Public Records Act.

When justifying this policy, DBI has stated:

- “This measure is intended to prevent confusion about the document's status or source and to mitigate risks of nefarious activity.” (email response from DBI, December 20, 2024)
- “It's simply to certify this is an official document from DBI and this is one that originated directly from our custodian of records or RMD.” (transcript of DBI's oral statements during the SOTF - Complaint Committee, March 25, 2025)
- “We vetted this policy with the city attorney's office when it's developed and we believe it complies with the law. So, we're going to continue use, unless a customer comes to us, hey this is obstructing my view of a document in some way, then maybe we could make a combination [sic] to remove it in that case. But here [the petitioner] wants to change our policy completely, which I'm not authorized to discuss and I can't even discuss the legality of it. That would be beyond my expertise. I wouldn't know how to defend those legal challenges to it.” (transcript of DBI's oral statements during the SOTF - Complaint Committee, March 25, 2025)

However, while the petitioner can empathize with goals like record provenance, the statutes and precedent are clear:

- [California Government Code Section 7922.570](#) specifies that agencies “...shall make the information available in any electronic format in which it holds the information.” DBI holds this information in a format without limitations, ergo DBI shall make it available without limitations and include all metadata, such as OCR layers.
- [California Government Code Section 7921.300](#) “...does not allow limitations on access to a public record based upon the purpose for which the record is being requested, if the record is otherwise subject to disclosure.” Ergo, DBI is not allowed to put in place any limitations (restrictions, passwords, encryption, and watermarks), no matter the requester's purpose.
- [County of Santa Clara v. Superior Court \(California First Amendment Coalition\), 170 Cal.App.4th 1301, 89 Cal. Rptr. 3d 374 \(Cal. Ct. App. 2009\)](#) reaffirms [California Government Code Section 7921.300](#) and rejects the notion that an agency can unilaterally place end-user limitations. Furthermore, given that the critical infrastructure information argument did not outweigh public interest in disclosure, it is unlikely that the ambiguous “nefarious activity” argument asserted by DBI outweighs public interest. Ergo, DBI shall make the records available without limitations.
- [Sierra Club v. Superior Court \(County of Orange\), 57 Cal.4th 157, 158 Cal. Rptr. 3d 639, 302 P.3d 1026 \(Cal. 2013\)](#) reaffirms [California Government Code Section 7922.570](#).
- The Sunshine Ordinance Task Force determined on January 21, 2020 ([agenda](#), [minutes](#), [attachments](#), [MP3 audio](#)) that original electronic records must be disclosed, inclusive of metadata. Ergo, DBI shall make the original, unmodified electronic records available.

Furthermore, DBI's assertion that these records are "certified" in some manner is both immaterial and without statutory basis:

- The Sunshine Ordinance Task Force determined on August 7, 2024 ([agenda](#), [minutes](#), [attachments](#), [MP3 audio](#)) that *even if* an agency provides certified copies, it must provide non-certified copies as public records to meet its statutory obligations.
- DBI's own operational manual specifies that the restrictions on electronic records are not equivalent to certification and that certification of electronic records is not offered to the public (Records Management Division - Records Requests Operational Manual - January 2025).
- Official copies of records are governed under separate statutes—such as [California Evidence Code Section 1530](#)—and DBI's practices do not meet those requirements. Ergo, watermarking is not a form of certification.

**Proposed remedy:** In accordance with the California Public Records Act and the San Francisco Sunshine Ordinance, DBI must:

- Cease placing limitations on electronic public records.
- Cease modifying public records during disclosure and provide electronic records in the format that it holds the information.
- Put in place these changes for public records requests via any means, including, but not limited to: DBI online form, NextRequest, counter service, email, in-person.
- Ensure that all DBI staff follow the updated practices by distributing updated operational materials.

The following materials are provided to support the Executive Summary outlined above:

- **Relevant Statutes and Precedent** - This document includes the relevant statutes and precedent, as well as their application to this case.
- **Timeline of Requests** - This document provides a summarized timeline for the public records requests that led to the complaint, as well as subsequent requests that explore public record request handling by DBI. **None of the public records requests were completed statutorily.**
- **Analysis of the DBI Records Requests Operational Manual** - This document analyzes the DBI *Records Management Division - Records Requests Operational Manual - January 2025*, provided by DBI on April 17, 2025 via [NextRequest Request 25-2753](#).
- **NextRequest Export for Original Requests** - This document contains the NextRequest exports for the public records requests that led to Sunshine Ordinance Task Force File No. 24064.

# Relevant Statutes and Precedent

Re: Matt Joseph v. CCSF Department of Building Inspection, File No. 24064

Author: Matt Joseph

Prepared on: 2025-04-29

This document includes the relevant statutes and precedent, as well as their application to this case.

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# Summary of relevant statutes and precedent and how they apply

- [California Government Code Section 7922.500](#)
  - **Statute text:**
    - Nothing in this division shall be construed to permit an agency to delay or obstruct the inspection or copying of public records.
  - **Definition of “obstruct”:** to commit the offence of intentionally hindering (due legal process, a police officer in his inquiries, etc.)
    - Oxford English Dictionary, “obstruct (v.),” March 2025, <https://doi.org/10.1093/OED/7050520361>.
  - **Applied here:** When the DBI record is subject to disclosure, they cannot intentionally hinder copying or inspecting, such as via restrictions, passwords, or watermarks, no matter what they believe the requester’s purpose to be.
- [California Government Code Section 7922.570](#)
  - **Statute text:**
    - The agency shall make the information available in any electronic format in which it holds the information.
  - **Applied here:** DBI holds the electronic records in Digital Reel, PaperVision, network drives, and other digital tools without restrictions and watermarks. As a result, the statute clearly states that DBI shall make them available in that format.
- [California Government Code Section 7921.300](#)
  - **Statute text:**
    - This division does not allow limitations on access to a public record based upon the purpose for which the record is being requested, if the record is otherwise subject to disclosure.
  - **Applied here:** When the DBI record is subject to disclosure, they cannot put limitations on the record, such as restrictions, passwords, or watermarks, no matter what they believe the requester’s purpose to be.
- [County of Santa Clara v. Superior Court \(California First Amendment Coalition\), 170 Cal.App.4th 1301, 89 Cal. Rptr. 3d 374 \(Cal. Ct. App. 2009\)](#)
  - **Case text:**
    - The record thus must be disclosed as provided in the CPRA, without any such conditions or limitations.
  - **Summary:** Reaffirms California Government Code Section 7921.300.
  - **Applied here:** When the DBI record is subject to disclosure, they cannot put limitations on the record, such as restrictions, passwords, or watermarks, no matter what they believe that purpose to be. Furthermore, given that the critical infrastructure information (CII) argument did not outweigh public interest in disclosure, it is unlikely that the ambiguous “nefarious activity” argument asserted by DBI outweighs public interest.
- [Sierra Club v. Superior Court \(County of Orange\), 57 Cal.4th 157, 158 Cal. Rptr. 3d 639, 302 P.3d 1026 \(Cal. 2013\)](#)
  - **Case text:**
    - Because the OC Landbase is not excluded from the definition of a public record under section 6254.9(b), and because the County does not argue that the database is

otherwise exempt from disclosure, the County must produce the OC Landbase in response to Sierra Club's request "in any electronic format in which it holds the information"

- **Summary:** Reaffirms California Government Code Section 7922.570.
- **Applied here:** DBI holds the electronic records in Digital Reel, PaperVision, network drives, and other digital tools without restrictions and watermarks. As a result, it shall make them available in that format.

- [Sunshine Ordinance Task Force File No. 23067 \(2024\)](#)

- **Summary:** Copies of records cannot only be provided as certified. They must be provided under the CPRA and Sunshine Ordinance as non-certified and without a fee if available in electronic format. Additionally, questions were raised about how a member of the public would know they can obtain non-certified copies.
- **Applied here:** DBI cannot only provide certified copies, and, as DBI holds the electronic records in Digital Reel, PaperVision, network drives, and other digital tools without restrictions and watermarks, it shall make them available in that format.

- [Sunshine Ordinance Task Force File Nos. 19044, 19105, et al \(2019-2020\)](#)

- **Summary:** PDF copies of records without all data or metadata, or not in the original format maintained by the agency were not considered complete. Additionally, arguments related to the security implications of providing all metadata, such as email headers, did not persuade the SOTF that the original electronic records and emails were permitted to be withheld, in alignment with California Government Code Section 7921.300.
- **Applied here:** DBI holds the electronic records in Digital Reel, PaperVision, network drives, and other digital tools without restrictions and watermarks. As a result, it shall make them available in that format. Furthermore, the original format held by DBI is considered the public record, even if the additional information it contains is not human readable.

- [California Evidence Code Section 1530](#)

- **Summary:** Section 1530—amongst others—governs the requirements for copies of Official Writings and Recorded Writings to be considered official. It includes requirements, such as seals and attestation, that records must follow in order to be considered "prima facie evidence of the existence and content of such writing or entry".
- **Applied here:**
  - (1) California Evidence Code is separate from the California Government Code Division 10. Access To Public Records 7920.000-7931.000 (California Public Records Act). Public records requests fall under the CPRA, so the provisions of California Evidence Code Section 1530 do not apply.
  - (2) The California Evidence Code is beyond the jurisdiction of the San Francisco Sunshine Ordinance and Sunshine Ordinance Task, so whether DBI records are similar to or meet the definition of "certified" is out of scope of this case.
  - (3) DBI's own operational manual (*Records Management Division - Records Requests Operational Manual - January 2025*) acknowledges that these watermarked and protected files are not certified and that electronic certification is not offered to the public.
  - (4) Sunshine Ordinance Task Force File No. 23067 (2024) previously determined that, even if bonafide certified copies are available, the agency must separately provide non-certified copies under the CPRA and Sunshine Ordinance.

# Text of relevant statutes

## California Government Code Division 10. Access To Public Records 7920.000-7931.000 (California Public Records Act)

Emphasis added in bold by document author.

### California Government Code Section 7922.500

**Nothing in this division shall be construed to permit an agency to delay or obstruct the inspection or copying of public records.**

### California Government Code Section 7921.300

This division **does not allow limitations on access to a public record based upon the purpose for which the record is being requested**, if the record is otherwise subject to disclosure.

### California Government Code Section 7922.570

(a) Unless otherwise prohibited by law, any agency that has information that constitutes an identifiable public record not exempt from disclosure pursuant to this division that is in an electronic format shall make that information available in an electronic format when requested by any person.

(b) When applicable, the agency shall do the following:

(1) **The agency shall make the information available in any electronic format in which it holds the information.**

(2) The agency shall provide a copy of an electronic record in the format requested if the requested format is one that the agency has used to create copies for its own use or for provision to other agencies.

(c) If a request is for information in other than electronic format, and the information also is in electronic format, an agency may inform the requester that the information is available in electronic format.

### California Government Code Section 7922.000

An agency shall justify withholding any record by demonstrating that the record in question is exempt under express provisions of this division, or that on the facts of the particular case the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record.

# San Francisco Administrative Code (Sunshine Ordinance)

Emphasis added in bold by document author.

## San Francisco Administrative Code (Sunshine Ordinance), Section(s) 67.21(k)

Release of documentary public information, whether for inspection of the original or by providing a copy, **shall be governed by the California Public Records Act (Government Code Section 6250 et seq.) in particulars not addressed by this ordinance** and in accordance with the enhanced disclosure requirements provided in this ordinance.

## San Francisco Administrative Code (Sunshine Ordinance), Section(s) 67.26

No record shall be withheld from disclosure in its entirety unless all information contained in it is exempt from disclosure under express provisions of the California Public Records Act or of some other statute. **Information that is exempt from disclosure shall be masked, deleted or otherwise segregated in order that the nonexempt portion of a requested record may be released, and keyed by footnote or other clear reference to the appropriate justification for withholding required by Section 67.27 of this Article.** This work shall be done personally by the attorney or other staff member conducting the exemption review. The work of responding to a public-records request and preparing documents for disclosure shall be considered part of the regular work duties of any City employee, and no fee shall be charged to the requester to cover the personnel costs of responding to a records request.

## San Francisco Administrative Code (Sunshine Ordinance), Section(s) 67.27

**Any withholding of information shall be justified, in writing, as follows:**

- (a) A withholding under a specific permissive exemption in the California Public Records Act, or elsewhere, which permissive exemption is not forbidden to be asserted by this ordinance, shall cite that authority.
- (b) A withholding on the basis that disclosure is prohibited by law shall cite the specific statutory authority in the Public Records Act or elsewhere.
- (c) A withholding on the basis that disclosure would incur civil or criminal liability shall cite any specific statutory or case law, or any other public agency's litigation experience, supporting that position.
- (d) When a record being requested contains information, most of which is exempt from disclosure under the California Public Records Act and this Article, the custodian shall inform the requester of the nature and extent of the nonexempt information and suggest alternative sources for the information requested, if available.

# California Evidence Code

## California Evidence Code Section 1530

(a) A purported copy of a writing in the custody of a public entity, or of an entry in such a writing, is *prima facie* evidence of the existence and content of such writing or entry if:

- (1) The copy purports to be published by the authority of the nation or state, or public entity therein in which the writing is kept;
- (2) The office in which the writing is kept is within the United States or within the Panama Canal Zone, the Trust Territory of the Pacific Islands, or the Ryukyu Islands, and the copy is attested or certified as a correct copy of the writing or entry by a public employee, or a deputy of a public employee, having the legal custody of the writing; or
- (3) The office in which the writing is kept is not within the United States or any other place described in paragraph (2) and the copy is attested as a correct copy of the writing or entry by a person having authority to make attestation. The attestation must be accompanied by a final statement certifying the genuineness of the signature and the official position of (i) the person who attested the copy as a correct copy or (ii) any foreign official who has certified either the genuineness of the signature and official position of the person attesting the copy or the genuineness of the signature and official position of another foreign official who has executed a similar certificate in a chain of such certificates beginning with a certificate of the genuineness of the signature and official position of the person attesting the copy. Except as provided in the next sentence, the final statement may be made only by a secretary of an embassy or legation, consul general, consul, vice consul, or consular agent of the United States, or a diplomatic or consular official of the foreign country assigned or accredited to the United States. Prior to January 1, 1971, the final statement may also be made by a secretary of an embassy or legation, consul general, consul, vice consul, consular agent, or other officer in the foreign service of the United States stationed in the nation in which the writing is kept, authenticated by the seal of his office. If reasonable opportunity has been given to all parties to investigate the authenticity and accuracy of the documents, the court may, for good cause shown, (i) admit an attested copy without the final statement or (ii) permit the writing or entry in foreign custody to be evidenced by an attested summary with or without a final statement.

(b) The presumptions established by this section are presumptions affecting the burden of producing evidence.

# California Health and Safety Code

## California Health and Safety Code Section 103526.5

(a) Each certified copy of a birth, death, or marriage record issued pursuant to Section 103525 shall include the date issued, the name of the issuing officer, the signature of the issuing officer,

whether that is the State Registrar, local registrar, county recorder, or county clerk, or an authorized facsimile thereof, and the seal of the issuing office.

(b) All certified copies of birth, death, and marriage records issued pursuant to Section 103525 shall be printed on chemically sensitized security paper that measures 8 1/2 inches by 11 inches and that has the following features:

(1) Intaglio print.

(2) Latent image.

(3) Fluorescent, consecutive numbering with matching barcode.

(4) Microprint line.

(5) Prismatic printing.

(6) Watermark.

(7) Void pantograph.

(8) Fluorescent security threads.

(9) Fluorescent fibers.

(10) Any other security features deemed necessary by the State Registrar.

(c) (1) The State Registrar may suspend the use of any security feature described in subdivision (b) if necessary to enable the State Registrar, local registrar, county recorder, or county clerk to supply an applicant with a certified copy of a birth, death, or marriage record issued pursuant to Section 103525.

(2) Notwithstanding the rulemaking provisions of the Administrative Procedure Act (Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code), the department may implement this subdivision through all-county letters or similar instructions from the State Registrar without taking regulatory action.

(d) The State Registrar, local registrars, county recorders, and county clerks shall take precautions to ensure that uniform and consistent standards are used statewide to safeguard the security paper described in subdivision (b), including, but not limited to, all of the following measures:

(1) Security paper shall be maintained under secure conditions so as not to be accessible to the public.

(2) A log shall be kept of all visitors allowed in the area where security paper is stored.

(3) All spoilage shall be accounted for and subsequently destroyed by shredding on the premises.

# Relevant precedent

## California case law

**County of Santa Clara v. Superior Court (California First Amendment Coalition), 170 Cal.App.4th 1301, 89 Cal. Rptr. 3d 374 (Cal. Ct. App. 2009)**

### Case text

Emphasis added in bold by document author.

...

The County's petition in this court rests on three main legal arguments, which are asserted in the alternative: (1) paramount federal law promulgated under the Homeland Security Act of 2002 ( 6 U.S.C. § 101 et seq.) protects the information from disclosure; (2) the requested information is exempt from disclosure under the California Public Records Act (Gov. Code, § 6250 et seq.); (3) even if disclosure is required, the County can place restrictions on disclosure under state law provisions recognizing its copyright interests, and it can demand fees in excess of reproduction costs.

After considering the extensive record, the arguments raised by the parties, and the submissions by numerous amici curiae, we conclude that the County is not entitled to the relief sought. We therefore deny the County's writ petition on the merits. However, we will remand the matter to the superior court for a determination of whether and to what extent the County may demand fees in excess of the direct costs of reproducing the electronic record requested by CFAC.

...

### d. Conclusion

**The CPRA contains no provisions either for copyrighting the GIS basemap or for conditioning its release on an end user or licensing agreement by the requester. The record thus must be disclosed as provided in the CPRA, without any such conditions or limitations.**

...

## SUMMARY OF CONCLUSIONS

### I. Federal homeland security provisions do not apply here.

As recognized in both the Critical Infrastructure Information Act and the accompanying regulations promulgated by Department of Homeland Security, there is a distinction between submitters of critical infrastructure information (CII) and recipients of protected critical infrastructure information (PCII). The federal prohibition on disclosure of protected confidential infrastructure information applies only to recipients of PCII. Because the County did not receive PCII, the federal provisions do not apply.

II. The proffered California Public Records Act exemption does not apply.

After independently weighing the competing interests in light of the trial court's factual findings, we conclude that the public interest in disclosure outweighs the public interest in nondisclosure.

III. A. **There is no statutory basis either for copyrighting the GIS basemap or for conditioning its release on a licensing agreement.** B. The matter will be remanded to the trial court to allow it to determine allowable costs that the County may charge for producing the GIS basemap.

**Sierra Club v. Superior Court (County of Orange), 57 Cal.4th 157, 158 Cal. Rptr. 3d 639, 302 P.3d 1026 (Cal. 2013)**

[Case text](#)

Emphasis added in bold by document author.

Because the OC Landbase is not excluded from the definition of a public record under section 6254.9(b), and because the County does not argue that the database is otherwise exempt from disclosure, the County must produce the OC Landbase in response to Sierra Club's request "in any electronic format in which it holds the information" (§ 6253.9(a)(1)) at a cost not to exceed the direct cost of duplication (§§ 6253.9(a)(2), 6253, subd. (b)).

## Sunshine Ordinance Task files

### Sunshine Ordinance Task Force File Nos. 19044, 19105, et al

File No. 19044 is one of a group of files, including others such as File No. 19105. In these complaints, Anonymous raised several concerns:

- The copies released by the agency were not in the original format.
- The copies were incomplete and did not include all data, including metadata.

[August 20, 2019 - Complaint Committee](#)

[Agenda](#)

[Minutes](#)

[Attachments](#)

[MP3 audio](#)

#### Agenda item

7. File No. 19044: Complaint filed by Anonymous against Dennis Herrera and the Office of the City Attorney for allegedly violating Administrative Code (Sunshine Ordinance), Sections 67.21, by failing to respond to a public records request in a timely and/or complete manner.  
(attachment)

## Action

Action: Moved by Member Cate, seconded by Member Cannata, to find that the SOTF has jurisdiction, find that the requested records are public and to refer the matter to the SOTF for hearing. The Complaint Committee requested that the City Attorney's IT Professional also be present at the SOTF Hearing.

## From the audio recording (automated transcription, not human verified)

[UNKNOWN, 804.597]: There is a court case, I can put it in the record, that says that you cannot have end user restrictions that are not in the CPRA, and I'm happy to enter that court case into the record.

## October 2, 2019 - Sunshine Ordinance Task Force

[Agenda](#)  
[Minutes](#)  
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[MP3 audio](#)

### Agenda item

8. File No. 19044: Complaint filed by Anonymous against Dennis Herrera and the Office of the City Attorney for allegedly violating Administrative Code (Sunshine Ordinance), Sections 67.21, 61.26, 61.27, Government Code Sections 6253, 6253.9 and 6255, by failing to respond to a public records request in a timely and/or complete manner. (attachment)

(On August 20, 2019, the Complaint Committee found jurisdiction and referred the matter to the SOTF.)

## Action

Action: Moved by Vice Chair J. Wolf, seconded by Member Martin, to refer the matter to the Technology Committee. The SOTF requested that the Technology Committee review the issue of metadata and develop standards regarding the matter as it related to public records.

## October 22, 2019 - Information Technology Committee

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[MP3 audio](#)

### Agenda item

5. File No. 19105: Hearing - Review of metadata and what portion can be disclosed as public records, possible security risks, and other related issue. (Discussion and Action) (attachment)

## Action

Action: Moved by Member Wolf, seconded by Chair Yankee, to send the matter to the SOTF, and address the question of whether metadata is a public record and if the process of retrieving the metadata and redacting that information is burdensome.

## December 17, 2019 - Information Technology Ad Hoc Committee

[Agenda](#)  
[Minutes](#)  
[Attachments](#)  
[MP3 audio](#)

### Agenda item

4. File No. 19105: Hearing - Review of metadata and what portion can be disclosed as public records, possible security risks, and other related issues. (Discussion and Action)

### From the audio recording (automated transcription, not human verified)

Emphasis added in bold by document author.

[UNKNOWN, 2480.875]: without any further delay. **The IT committee has heard no compelling evidence that metadata isn't a public record.**

## January 21, 2020 - Special Meeting Sunshine Ordinance Task Force

[Agenda](#)  
[Minutes](#)  
[Attachments](#)  
[MP3 audio](#)

### Agenda item

8. File No. 19044: Complaint filed by Anonymous against Dennis Herrera and the Office of the City Attorney for allegedly violating Administrative Code (Sunshine Ordinance), Sections 67.21, 61.26, 61.27, Government Code Sections 6253, 6253.9 and 6255, by failing to respond to a public records request in a timely and/or complete manner. (attachment)

(August 20, 2019, the Complaint Committee found jurisdiction and referred the matter to the SOTF. On October 2, 2019, the SOTF heard the matter and referred it to the Information Technology Committee to develop standards regarding metadata.)

## Action

Action: Moved by Member Yankee, seconded by Member Martin, to find that City Attorney's Office violated Administrative Code (Sunshine Ordinance), Sections 67.21 (b) by failing to provide the requested records in a timely and/or complete manner, 67.26, by failing to keep withholding to a minimum, and 67.27 by failing to provide justification for withholding.

# Sunshine Ordinance Task Force File No. 23067

January 16, 2024 - Complaint Committee

[Agenda](#)

[Minutes](#)

[Attachments](#)

[MP3 audio](#)

## Agenda item

6. File No. 23067: Complaint filed by Kimo Crossman against the Office of the Chief Medical Examiner for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) 67.21 by failing to provide public records in a timely and/or complete manner; 67.28 by failing to make public records available for inspection and copying; California Public Records Act (CPRA) 6253(a) by failing to allow public records to be available for inspection; and CPRA 6253.1(a) by failing to allow access to an electronic public record. (attachments)

## Action

Action: Moved by Member Stein, seconded by Chair Schmidt, to find that the SOTF has jurisdiction, that the requested documents are public, and to refer the matter to the SOTF for a hearing to consider whether there are any of the alleged violations, as well as failing to send an authorized representative to the hearing (Sec. 67.21(e)).

## From the audio recording (automated transcription, not human verified)

[UNKNOWN, 4393.268]: Hi, so, uh, complaint committee, uh, my name is Kim across man. Uh, my neighbor, um, died, uh, and it turns out. That the medical examiner did a, uh, death. Uh, forensics on it, and it turned and I wanted to find out why he died. So, I sent them a message and said, I'd like to get a copy of the uncertified.

[UNKNOWN, 4423.036]: Death certificate, the electronic copy of the document they have. And they said, you can only have the certified version and it costs 49 dollars. And I said, I don't agree with that. You should be able to send me the electronic version. That's uncertified. Free.

[UNKNOWN, 4442.645]: And they would not do it. I, so I pay and then I said, well, then can I come into your office and make take a picture of the of the. Because I just want to know when my neighbor died, which, by the way, was fentanyl overdose, but. And they're like, no, our offices aren't allowed open to the public. So they were very unhelpful.

[UNKNOWN, 4468.666]: So, I said, okay, well, I'll pay the fee under dispute and I'll probably file a complaint and that's what I'm doing. Then I also put an appeal to the supervisor of records and they. Conspired with the.

[UNKNOWN, 4487.482]: The department to, you know, they refuse to give a determination by the supervisor records that the records were public records and they just told the department to refund my fee and. To do a 1 time non non non. Precedent setting delivery of the records.

[UNKNOWN, 4516.186]: Because they didn't want it basically they're they're using the fee. They're saying we only issue certified records. We won't issue the. Electronic record that's already in our

file. That's not certified because we want to get the fee. So it's all about getting fees. They won't let me come to the office, take a picture. They wouldn't forward a copy of the record to the clerk's office. Let me go there to see it. So.

[UNKNOWN, 4545.464]: Anyway, my issue is that they're just not providing records for free when they should be. They're using this. They will say, oh, we only issue a certified version of the record and you have to pay a fee for it. And the city attorney is unfortunately supporting them in that effort.

## August 7, 2024 - Sunshine Ordinance Task Force

[Agenda](#)

[Minutes](#)

[Attachments](#)

[MP3 audio](#)

### Agenda item

9. File No. 23067 Complaint filed by Kimo Crossman against the Office of the Chief Medical Examiner for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) 67.21 by failing to provide public records in a timely and/or complete manner; 67.28 by failing to make public records available for inspection and copying; California Public Records Act (CPRA) 6253(a) by failing to allow public records to be available for inspection; and CPRA 6253.1(a) by failing to allow access to an electronic public record. (Attachments)

### Action

Action: Moved by Member LaHood, seconded by Member Schmidt, to find a violation of Administrative Code (Sunshine Ordinance) Section 67.28, against the Office of the Chief Medical Examiner, for charging a member of the public for a public record and ordered the Office of the Chief Medical Examiner to make available to members of the public an electronic copy at no charge and send a verification to the Task Force Administrator that these changes will take place within 10 days.

### From the audio recording (automated transcription, not human verified)

[UNKNOWN, 6184.921]: thank you um this is a question for the ocme's office um forgive me if you may have covered it but um this is just for my understanding because now that we have so much back and forth are uncertified records it's making me wonder in the case that a person who is unaware that uncertified records are free and they end up paying the 49 what is the process for a refund and

[UNKNOWN, 6213.524]: like does the department notify in case an uncertified record is charged two questions yeah it's my understanding that we never issue uncertified copy yeah sorry pardon me if that's answer your question

[UNKNOWN, 6238.718]: But, but I passed they have issued uncertified caps are going forward. I think it's the question. I know what happens now that you have that ability to issue those. To the petitioner's question would people who come in be aware that that's an option. To have an uncertified copy I'd have to check. This is member Sherman.

[UNKNOWN, 6265.347]: I can go back and, you know, double check with the Office of OCME on that, but it is, I think they never really come across anyone asking for uncertified copy. Because usually members of the public interact with the OCME with the purpose of getting certified copies for other

[UNKNOWN, 6292.718]: legal or other work that they need. So they would always require a certified copy.

...

[UNKNOWN, 6492.867]: figure out exactly what has changed and what hasn't changed. **No, I think going forward, we would be able to provide copy that are uncertified, likely with the disclaimer that task force member here suggested at no cost.**

...

[UNKNOWN, 6889.739]: **Copy of a medical examiner's report, a digital copy could be made for free or a printed copy could be available at the standard allowed charge of 10 cents per page. And I think unless we require that to happen, that information is not going to be conveyed to the public.**

# Timeline of Requests

Re: Matt Joseph v. CCSF Department of Building Inspection, File No. 24064

Author: Matt Joseph

Prepared on: 2025-04-29

This document provides a summarized timeline for the public records requests that led to the complaint, as well as subsequent requests that explore public record request handling at CCSF Department of Building Inspection (DBI).

**None of the public records requests were completed statutorily.**

# Table of contents

## Requests leading to the SOTF complaint

### NextRequest Request 24-5136 (August 23, 2024)

August 23, 2024

August 26, 2024

August 28, 2024

August 28, 2024

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Result

### NextRequest Request 24-6130 (October 14, 2024)

October 14, 2024

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### NextRequest Request 24-6997 (November 19, 2024)

November 19, 2024

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December 2, 2024

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Result

## Validation requests - without specific instructions

### DBI Request RW20250331923 (March 31, 2025)

March 31, 2025

April 1, 2025

April 4, 2025

April 4, 2025

April 8, 2025

April 8, 2025

April 8, 2025

April 9, 2025

April 14, 2025

April 14, 2025

Result

### NextRequest Request 25-2525 (April 4, 2025)

April 4, 2025

April 4, 2025

April 14, 2025

Result

Validation requests - with specific instructions

NextRequest Request 25-2366 (March 31, 2025)

March 31, 2025

March 31, 2025

April 1, 2025

Result

DBI Request RW20250404125 (April 4, 2025)

April 4, 2025

April 4, 2025

Result

Requests for operational materials

NextRequest Request 25-2753 (April 14, 2025)

April 14, 2025

April 15, 2025

April 17, 2025

Result

# Requests leading to the SOTF complaint

## NextRequest Request 24-5136 (August 23, 2024)

### August 23, 2024

Requester submits [NextRequest Request 24-5136](#) requesting access to the "Red Books", a set of maps maintained by DBI.

### August 26, 2024

DBI redirects to DataSF.

Note: The "Red Books" are not made available by DBI on DataSF.

### August 28, 2024

DBI follows up to ask if information is still needed.

### August 28, 2024

Requester clarifies that the Red Books are not available on DataSF and restates the Immediate Disclosure Request. The following language is included by the requester:

I am requesting the entire unrestricted, unredacted, unlimited, and unencumbered records known to CCSF DBI as the "Red Books".

### August 29, 2024

DBI provides PDF copies of the "Red Books". These PDF copies are:

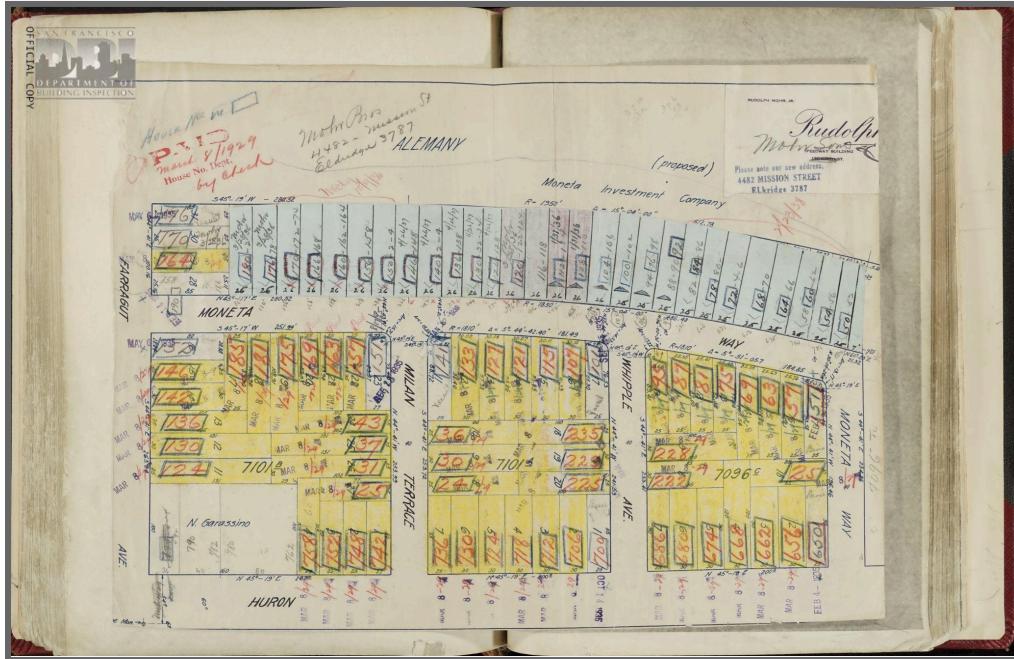
- Not restricted with PDF protections or passwords.
- Watermarked on each one of the more than 3,000 historical pages.
- Not in the electronic format in which DBI holds the information, which has no watermark.

## Result

The final PDF copy provided by DBI is:

- Not restricted with PDF protections or passwords.
- Watermarked on each one of hundreds of historical pages.
- Not in the format in which DBI holds the information, which has no watermark.

The requester does not submit further clarification on this request. The copies provided do not fully meet the requirements in the original request.



Example: [Block Maps Vol 15 6902 - 7179.pdf](#), page 284. Note the watermark.

# NextRequest Request 24-6130 (October 14, 2024)

## October 14, 2024

Requester submits [NextRequest Request 24-6130](#) requesting access to all DBI records for block 2632 in the City and County of San Francisco. The following language is included by the requester:

Unless otherwise required by law, the digital duplicates must be unrestricted, unredacted, unlimited, unprotected, unpassworded, and unencumbered records.

Electronic records and digital duplicates are requested in accordance with California Government Code Section 7922 ARTICLE 3. Information in Electronic Format [7922.570 - 7922.585]. CCSF and DataSF do not currently provide these records for direct digital download.

## October 15, 2024

DBI requests that the request be narrowed.

## October 15, 2024

The requester restates the request and clarifies that the request asks for specific records as required and does not need to be narrowed further.

## October 15, 2024

DBI invokes an extended deadline due to the nature of the request.

October 22, 2024

DBI provides PDF copies of the requested records with a PDF file per lot/address.

The PDF copies provided by DBI are:

- Restricted with PDF protections or passwords.
- Watermarked on each one of hundreds of historical pages.
- Not in the format in which DBI holds the information, which has no watermark or restrictions.

Above: Document security settings as displayed in the latest version of [Adobe Acrobat Reader](#) for 1457 WILLARD ST-RMD.pdf. Note the watermark and that most actions are not allowed.

**October 22, 2024**

The requester restates and clarifies that the request asks for records as described:

For parts (B) and (C) of this **\*\*Immediate Disclosure Request\*\***, the digital duplicates must be unrestricted, unredacted, unlimited, unprotected, unpassworded, and unencumbered records.

**October 24, 2024**

DBI states that they have submitted the inquiry to the City Attorney office for review.

**October 25, 2024**

DBI invokes a second extended deadline due to the nature of the request.

**October 29, 2024**

DBI provides a PDF copy of the requested records with a single PDF file for the entire block.

## Result

The final PDF copy provided by DBI is:

- 1135 pages
- Not restricted with PDF protections or passwords.
- Have selectable and copyable text on some pages.
- Watermarked on each one of 1135 historical pages.
- Not in the format in which DBI holds the information, which has no watermark.

The requester does not submit further clarification on this request. The copies provided do not fully meet the requirements in the original request.

Above: MULTIPLE\_ADDRESS\_BATES.pdf, page 1126. Note the watermark.

# NextRequest Request 24-6997 (November 19, 2024)

## November 19, 2024

Requester submits [NextRequest Request 24-6997](#) requesting access to all DBI records for block 2644 in the City and County of San Francisco. The following language is included by the requester:

Unless otherwise required by law, the digital duplicates must be unrestricted, unredacted, unlimited, unprotected, unpassworded, and unencumbered records. For example, do not place obstructive passwords or watermarks on these files. Per California Government Code Section 7922.500, “Nothing in this division shall be construed to permit an agency to delay or obstruct the inspection or copying of public records.”

Electronic records and digital duplicates are requested in accordance with California Government Code Section 7922 ARTICLE 3. Information in Electronic Format [7922.570 - 7922.585]. CCSF and DataSF do not currently provide these records for direct digital download.

## November 20, 2024

DBI invokes an extended deadline due to the nature of the request.

## December 2, 2024

DBI provides PDF copies of the requested records with a PDF file per lot/address.

The PDF copies provided by DBI are:

- Restricted with PDF protections or passwords.
- Watermarked on each one of hundreds of historical pages.
- Not in the format in which DBI holds the information, which has no watermark or restrictions.

The content in this PDF file is protected with a password. [Enter Password...](#)

BUILDING INSPECTORS JOB RECORD	
PLAN DATE 2/15/78	WORK COMMENCED
FOUNDATION, FORMS INSPECTED. O.K. TO POUR	
1 / 1	LATHING PERMISSION TAG POSTED
1 / 1	FLUES BY NO.
1 / 1	EXTERIOR OR STRUCTURAL PLASTERING OK
1 / 1	ALL SPECIAL INSPECTION REPORTS RECEIVED.
1 / 1	FIRE ESCAPE INSTALLED PER APPROVED PLAN.
1/5/78	Plumbing OK by Inspector Cockley
2/8/78	Work almost finished
4/12/78	Downspout repaired at rear
1 / 1	rest ranges range properly
1 / 1	grated handrail installed
1 / 1	gas meter enclosure reated
1 / 1	Light ventilation installed for
1 / 1	Toilet room enclosure at 1st floor
1 / 1	
1 / 1	Complied with RAP. inspection
1 / 1	Report 2644-01-08 Date 4/13/78
WORK COMPLETED. FINAL CERTIFICATE POSTED.	
7713373  Michael Bentzheim BUILDING INSPECTOR	

Above: 1175 STANYAN ST - RMD.pdf , page 56. Note the watermark and the password protection.

December 2, 2024

The requester restates and clarifies that the request asks for records as described:

For parts (B) and (C) of this **\*\*Immediate Disclosure Request\*\***, the following was specified: “Unless otherwise required by law, the digital duplicates must be unrestricted, unredacted, unlimited, unprotected, unpassworded, and unencumbered records. For example, do not place obstructive passwords or watermarks on these files. Per California Government Code Section 7922.500, *“Nothing in this division shall be construed to permit an agency to delay or obstruct the inspection or copying of public records.”*”

Unfortunately, the records provided have been restricted in an unjustified manner by placing password protection and watermarks on the digital duplicates. Per California Government Code Section 7922.500, *“Nothing in this division shall be construed to permit an agency to delay or obstruct the inspection or copying of public records.”*

Placing restrictions and password protection on these records obstructs inspection and copying. Furthermore, these restrictions prevent the use of assistive technologies, such as screen readers and translation tools, creating further obstruction.

December 5, 2024

DBI provides a PDF copy of the requested records with a single PDF file for the entire block.

## Result

The final PDF copy provided by DBI is:

- 1386 pages
- Not restricted with PDF protections or passwords.
- Have selectable and copyable text on some pages.
- Watermarked with a smaller footer on each one of 1386 historical pages.
- Not in the format in which DBI holds the information, which has no watermark.

The requester does not submit further clarification on this request. The copies provided do not fully meet the requirements in the original request.

DATE	BUILDING INSPECTORS JOB RECORD	
5/16/07	100 010	
6/1/07	123 010	
7/5/07	123 010	
9/1/07	REF Partial	
10/1/07	R/F OK	
2/10/08	Extension 2007 OK	
1/1	20	
1/1		
1/1		
1/1		
1/1		
1/1		
1/1		
1/1		
1/1		
1/1		
1/1		
5/27/08	WORK COMPLETED	FINAL CERTIFICATE ISSUED
APP. NO.	20612129689	
P. Johnson BUILDING INSPECTOR		

DBI 2024 - SR25-364 - 2024000684

Above: [BLOCK 2644\\_BATES.pdf](#), page 684. Note the new watermark on the bottom right.

# Validation requests - without specific instructions

These requests do not include any specific instructions. They are meant to represent the majority of requests to DBI where the requester is not versed in the specific language of the relevant statutes, such as the California Public Records Act or Sunshine Ordinance.

## DBI Request RW20250331923 (March 31, 2025)

March 31, 2025

Requester submits [DBI records request RW20250331923](#) requesting copies of all permits for a parcel since 1906.

RECORDS REQUEST FORM DEPARTMENT OF BUILDING INSPECTION RECORDS MANAGEMENT DIVISION 49 South Van Ness Avenue, Suite 400, San Francisco, CA 94103 Office: (628) 652-3420 Email: dbi.records3R@sfgov.org <a href="http://www.sfdbi.org/RMD">www.sfdbi.org/RMD</a>		READY 04/28/2025 until 05/12/2025		
Request unavailable two weeks after ready date.				
Property Information		Confirmation: <b>RW20250331923</b>		
Address: <b>99 GROVE ST</b>	Block/Lot: <b>0812/001</b>			
Building Occupancy: <b>ECG</b>	New Construction Date: <b>1900</b>			
Other addresses for this location:				
Applicant Information				
First Name <b>S</b>	Address <b>1 LA AVANZADA ST</b>			
Last Name <b>H</b>	Address2			
Company	City <b>SAN FRANCISCO</b>			
Phone <b>415-681-8851</b> Ext	State <b>CA</b>			
Alt. Phone Ext	Zip Code <b>94131</b>			
E-mail <b>sfhistory@tutamail.com</b>	Origin <b>Customer request</b>			
Building Records				
Requested documents for <input checked="" type="radio"/> Print?				
Original Building Permit (New Construction) <input checked="" type="checkbox"/> All Sheets	<input type="checkbox"/> ALL Electrical Permits			
ALL Building Permit Applications <input checked="" type="checkbox"/> All Sheets	<input type="checkbox"/> ALL Plumbing/Mechanical Permits			
Building Permit Job Cards <input type="checkbox"/> ALL	<input type="checkbox"/> ALL Advertisement Sign Permit Applications			
Certificate of Final Completion and Occupancy <input type="checkbox"/> ALL <input type="checkbox"/> NC <input type="checkbox"/> Latest	Notice of Violations/Complaints <input type="checkbox"/> All <input type="checkbox"/> Active <input type="checkbox"/> Inact			
Other:				
Specific documents by Permit Application				
Permit Application	<input type="checkbox"/> All Sheets	<input type="checkbox"/> Job Card	<input type="checkbox"/> CFC	
Permit Application	<input type="checkbox"/> All Sheets	<input type="checkbox"/> Job Card	<input type="checkbox"/> CFC	
Permit Application	<input type="checkbox"/> All Sheets	<input type="checkbox"/> Job Card	<input type="checkbox"/> CFC	
Specific documents by Date Range				
From Date: January	Year: 1906	To Date: March	Year: 2025	
Building Permit <input checked="" type="checkbox"/> All Sheets	<input type="checkbox"/> Electrical	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Job Card	<input type="checkbox"/> CFC
Building Plans				
All requests for plans are for VIEW FIRST ONLY - IN OUR OFFICE. All Transactions for duplication of plans are done in-house. For more information on this process, please follow this link: <a href="https://sf.gov/dop">https://sf.gov/dop</a> . The notarized affidavit of owner is a requirement; including owner-applicant.				
Reports				
<input type="checkbox"/> Soils Reports				
Additional Comments				

Above: The request filed via DBI form.

## April 1, 2025

DBI responds via email confirming the request was received. In the confirmation, DBI provides details on policies for providing electronic copies and printed copies.

DBI Records 3R  
DBI Records 3R <dbi.records3r@sfgov.org>  
to: sfhistory@tutamail.com ▾ Tue, Apr 1, 2025 • 10:38

**Records Request for 99 Grove ST RW20250331923**

Hello,

Thank you for submitting a records request for **99 Grove ST**. Your order will be processed in the order it was received.

Once we have produced the records, the staff will contact you with the amount due, you may opt to send us a check payable to **CCSF-DBI** for the amount due plus a flat rate of **\$9.64** for certified mailing when the records are less than 500 pages. If more than 501+ pages, you will need to pick up the documents in person or give us a pre-paid FedEx mailing label and we will affix the label to the documents. If the request yields 100 copies or less, we could email the records.

Or you may visit our offices at 49 South Van Ness Avenue, 4<sup>th</sup> Floor to pay and pick-up the records, Monday to Friday, **Customer Hours: Monday to Friday, 7:30 a.m. to 4:00 p.m.** **Make sure to sign in no later than 3:30 p.m. to ensure you will be assisted the same day.** **EXCEPTION: On Wednesdays, our offices open to the public at 9:00 a.m.**

In most instances, we are able to fulfill the records request the same day if you visit our offices and depending on the extent of the request. If you choose to visit our offices to obtain the same records requested on the submitted form, please let the staff know that you also submitted a request via email. This will alert the staff to void the duplicate request.

Above: A portion of the email confirmation from DBI. Note the restriction on when electronic copies will be provided.

## April 4, 2025

The requester clarifies that email is preferred for the records.

sfhistory@tutamail.com  
to: dbi.records3r@sfgov.org ▾ Fri, Apr 4, 2025 • 13:20

**Re: Records Request for 99 Grove ST RW20250331923**

Hello,

Email is preferred for these records.

Thank you.

Above: The requester clarifies that email is preferred.

April 4, 2025

DBI responds via email with a highlighted portion of the original confirmation.

DBI Records 3R  
DBI Records 3R <dbi.records3r@sfgov.org>  
to: sfhistory@tutamail.com + 1 ▾

 Fri, Apr 4, 2025 • 13:24

**RE: Records Request for 99 Grove ST RW20250331923**

Hello,

Thank you for submitting a records request for **99 Grove ST**. Your order will be processed in the order it was received.

Once we have produced the records, the staff will contact you with the amount due, you may opt to send us a check payable to **CCSF-DBI** for the amount due plus a flat rate of **\$9.64** for certified mailing when the records are less than 500 pages. If more than 501+ pages, you will need to pick up the documents in person or give us a pre-paid FedEx mailing label and we will affix the label to the documents. **If the request yields 100 copies or less, we could email the records.**

Thank you,

Above: A portion of the email confirmation from DBI. Note the portion highlighted by DBI.

April 8, 2025

As there has been no further message from DBI, the requester responds with the following:

Hello,

What is the status of this request? Have the records been found? If so, what's the process for receiving these records as electronic copies?

Thank you.

April 8, 2025

DBI responds via email:

DBI Records 3R  
DBI Records 3R <dbi.records3r@sfgov.org>  
to: sfhistory@tutamail.com ▾ ...  
Tue, Apr 8 • 13:42

**RE: Records Request for 99 Grove ST RW20250331923**

Hello,

Thank you for submitting your records request. Your request has been completed; there are **308** pages of the permits. The amount due is **\$30.80**.

If you would like the document mailed to you, please add **\$9.64** to the amount due if the records yield less than 500 pages. We will send the records via certified mail to ensure delivery. If you choose this option, please mail us a check for **\$40.44** payable to **CCSF-DBI** along with a note clearly indicating where the records should be mailed to. If the records yield more than 501+ pages, you will need to pick up the documents in person or give us a pre-paid FedEx mailing label and we will affix the label to the documents.

If you would like to pick up the records, please visit our offices at 49 South Van Ness Avenue, 4<sup>th</sup> Floor to pay and pick-up the records, **Customer Hours: Monday to Friday, 7:30 a.m. to 4:00 p.m. Make sure to sign in no later than 3:30 p.m. to ensure you will be assisted the same day. EXCEPTION: On Wednesdays our offices open to the public at 9:00 a.m.** Upon entering our area, please sign-in on computer selecting **OTHER (PICK-UP)**. If the request is large, we ask that you reply to this email letting us know when you are planning to come so we can prepare the prints prior to your arrival.

Above: A portion of the email response from DBI. Note the cost and options of pickup or mail.

April 8, 2025

The requester responds with the following:

Hello,

If it's possible, I would really prefer to receive them as electronic files instead of paper copies. Would it be possible to get them electronically, like in an email or as a file, rather than on paper? I was also curious if these are public records and if they happen to be digitized already? Thanks for any information you can share!

Thank you.

## April 9, 2025

DBI responds via email:

DBI Records 3R  
DBI Records 3R <dbi.records3r@sfgov.org>  
to: sfhistory@tutamail.com ▾

Wed, Apr 9 • 09:22

**RE: Records Request for 99 Grove ST RW20250331923**

Hello,

Unfortunately, we are unable to send records electronically if there are more than 100 pages.

You have the option to come to our office and view the records to decide which records you'd like printed on site (\$0.10/page).

After viewing, you may also submit a new request online for the specific documents you need. If the record yields less than 100 pages, we can send them electronically.

Above: A portion of the email response from DBI. Note the restriction on electronic copies.

## April 14, 2025

The requester responds with the following:

Hello,

Since these are public records, isn't DBI required to provide them electronically at no cost per Section 7922.570?

Thank you.

## April 14, 2025

DBI responds via email:

DBI Records 3R  
DBI Records 3R <dbi.records3r@sfgov.org>  
to: sfhistory@tutamail.com ▾

Mon, Apr 14 • 16:16

**RE: Records Request for 99 Grove ST RW20250331923**

Hello,

Our current policy is to provide the records electronically if they are 100 pages or less. If they are greater than 100 pages, we charge \$0.10/page.

Above: A portion of the email response from DBI. Note the restriction on electronic copies.

## Result

The requester does not submit further clarification on this request. Instead, [NextRequest Request 25-2753](#) is submitted to obtain clarity on operational procedures.

## NextRequest Request 25-2525 (April 4, 2025)

### April 4, 2025

Requester submits [NextRequest Request 25-2525](#) requesting copies of all permits for a parcel. The following language is included by the requester:

I request copies of the two (2) most recent building permits issued by the San Francisco Department of Building Inspection for the following property:

Assessor's Parcel Number (APN): Block 1313, Lot 008

Thank you!

### April 4, 2025

DBI invokes the 10-day CPRA response time.

### April 14, 2025

DBI provides a PDF copy of the requested records with a single PDF file for all records.

## Result

The PDF copy provided by DBI is:

- Restricted with PDF protections or passwords.
- Watermarked on each one of 9 historical pages.
- Not in the format in which DBI holds the information, which has no watermark or restrictions.

The requester does not submit further clarification on this request.

The content in this PDF file is protected with a password.

Enter Password...

**APPROVED**  
DEPARTMENT OF BUILDING INSPECTION

AUG 26 2003

SFFD BISP  
FEES REC.

FIRE

FIRE

AM 26 2003  
APPROVED FOR ISSUANCE

Block  
348

2003-01-01-18  
RECEIVED/RECORDED

OSHA APPROVAL REC'D  
44

**APPLICATION FOR BUILDING PERMIT  
ADDITIONS, ALTERATIONS OR REPAIRS**

FORM 3  OTHER AGENCIES REVIEW REQUIRED

FORM 8  OVER-THE-COUNTER ISSUANCE

10/26/103

NUMBER OF PLAN SETS

DO NOT WRITE ABOVE THIS LINE

DATE FILED	PLANS RECEIVED NO.	STREET ADDRESS OF JOB	BLOCK & LOT
8-26-03	1003979	THE CLIFF HOUSE 1090 POINT LOBOS AVENUE	
PERMIT NO.	ISSUED	AN ESTIMATED COST OF JOB	(28) REVISED COST
	8/28/03	\$5,000.00	\$5,000.00

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF BUILDING INSPECTION**

APPROVAL IS HEREBY MADE TO THE DEPARTMENT OF  
BUILDING INSPECTION, CITY AND COUNTY OF SAN FRANCISCO FOR  
PERMIT NUMBER 1003979 IN CONFORMITY WITH THE  
PLANS AND SPECIFICATIONS SUBMITTED HEREWITHE AND  
ACCORDING TO THE DESCRIPTION AND FOR THE  
PURPOSE HEREINAFTER SET FORTH.

<div data-bbox="481 3689 61

Above: 1090 POINT LOBOS AV - RMD.pdf, page 2. Note the watermark and the password protection.

# Validation requests - with specific instructions

The following requests included specific instructions to provide copies in the electronic format in which DBI already holds the records, in alignment with California Government Code Section 7922.570:

The agency shall make the information available in any electronic format in which it holds the information.

## NextRequest Request 25-2366 (March 31, 2025)

### March 31, 2025

Requester submits [NextRequest Request 25-2366](#) requesting copies of all permits for a parcel. The following language is included by the requester:

This is an **Immediate Disclosure Request** for all permits for a parcel. Please provide copies in the electronic format in which you already hold the permits.

Block 2979, Lot 013A

Thank you.

### March 31, 2025

DBI invokes an extended deadline due to the nature of the request.

### April 1, 2025

DBI provides a PDF copy of the requested records with a single PDF file for all records.

## Result

The PDF copy provided by DBI is:

- Restricted with PDF protections or passwords.
- Watermarked on each one of 78 historical pages.
- Not in the format in which DBI holds the information, which has no watermark or restrictions.

The requester does not submit further clarification on this request. The copy provided does not fully meet the requirements in the original request.

The content in this PDF file is protected with a password.

**OFFICIAL COPY**

**APPROVED** DEPARTMENT OF Public Works  
BUILDING INSPECTION DEC 30 1985

*Lilian Lew*

**APPLICATION FOR BUILDING PERMIT**  
ADDITIONS, ALTERATIONS OR REPAIRS

FORM 3  FIRE APPROVAL SITE INSPECTION REQUIRED  
FORM 8  OVER THE COUNTER ISSUANCE

2 NUMBER OF PLATE NUMBER NA

10/25/85 CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF PUBLIC WORKS

APPLICATION IS HEREBY MADE TO THE DEPARTMENT OF  
PUBLIC WORKS OF THE CITY AND COUNTY OF SAN FRANCISCO, FOR PERMISSION TO  
CONSTRUCT, ALTER OR REPAIR THE PREMISES IDENTIFIED WITH THE PLANS AND SPECIFICATIONS  
SUBMITTED HERINTE AND ACCORDING TO THE REQUIREMENTS OF THE  
AND FOR THE PERIOD INDICATED SET FORTH.

541 565 10/30/85 \$4210,000

INFORMATION TO BE FURNISHED BY ALL APPLICANTS

NOT SELECTED AS OF THIS FILING

550-6531

CCSF-PUC MUNI RAILWAY 345 Presidio Ave S.F.

INTERIOR PARTITION RELOCATION, FINISHING, UTILITY UPGRADEING  
FOR FUTURE USE AND HEATING, VENTILATING AND AIR  
CONDITIONING.

Above: 2979013A - RMD.pdf, page 43. Note the watermark and the password protection.

# DBI Request RW20250404125 (April 4, 2025)

## April 4, 2025

Requester submits [DBI records request RW20250404125](#) requesting copies of all permits for a parcel since 2015. The following language is included by the requester:

Please provide copies in the electronic format in which you already hold the permits.

RECORDS REQUEST FORM DEPARTMENT OF BUILDING INSPECTION RECORDS MANAGEMENT DIVISION 49 South Van Ness Avenue, Suite 400, San Francisco, CA 94103 Office: (628) 652-3420 Email: dbi.records3R@sfgov.org <a href="http://www.sfdbi.org/RMD">www.sfdbi.org/RMD</a>		READY 05/02/2025 until 05/16/2025
Request unavailable two weeks after ready date.		
Property Information Address: 10 BERNAL HEIGHTS BL Building Occupancy: VCI Other addresses for this location:		Confirmation: <b>RW20250404125</b>
Applicant Information First Name JL Last Name RESEARCH Company Phone 415-360-3731 Ext Alt. Phone Ext E-mail <a href="mailto:j.l.research@protonmail.com">j.l.research@protonmail.com</a>		
Address 3601 LYON ST Address2 City SAN FRANCISCO State CA Zip Code 94123 Origin Customer request		
Building Records Requested documents for <input checked="" type="radio"/> Print? Original Building Permit (New Construction) <input type="checkbox"/> All Sheets <input type="checkbox"/> ALL Electrical Permits ALL Building Permit Applications <input type="checkbox"/> All Sheets <input type="checkbox"/> ALL Plumbing/Mechanical Permits Building Permit Job Cards <input type="checkbox"/> ALL <input type="checkbox"/> ALL Advertisement Sign Permit Applications Certificate of Final Completion and Occupancy <input type="checkbox"/> ALL <input type="checkbox"/> NC <input type="checkbox"/> Latest <input type="checkbox"/> Notice of Violations/Complaints <input type="checkbox"/> All <input type="checkbox"/> Active <input type="checkbox"/> Inact		
Other: Specific documents by Permit Application Permit Application <input type="checkbox"/> All Sheets <input type="checkbox"/> Job Card <input type="checkbox"/> CFC Permit Application <input type="checkbox"/> All Sheets <input type="checkbox"/> Job Card <input type="checkbox"/> CFC Permit Application <input type="checkbox"/> All Sheets <input type="checkbox"/> Job Card <input type="checkbox"/> CFC Specific documents by Date Range From Date: January Year: 2015 To Date: April Year: 2025 Building Permit <input checked="" type="checkbox"/> All Sheets <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Job Card <input type="checkbox"/> CFC Building Plans All requests for plans are for VIEW FIRST ONLY - IN OUR OFFICE. All Transactions for duplication of plans are done in-house. For more information on this process, please follow this link: <a href="https://sf.gov/dop">https://sf.gov/dop</a> . The notarized affidavit of owner is a requirement; including owner-applicant. Reports <input type="checkbox"/> Soils Reports Additional Comments Please provide copies in the electronic format in which you already hold the permits.		

Above: The request filed via DBI form. Note the request details and additional comments.

## April 4, 2025

DBI responds via email with a link and access code to download the records. DBI provides a PDF copy of the requested records with a single PDF file for all records.

# Result

The PDF copy provided by DBI is:

- Restricted with PDF protections or passwords.
- Watermarked on each one of 38 historical pages.
- Not in the format in which DBI holds the information, which has no watermark or restrictions.

The requester does not submit further clarification on this request. The copy provided does not fully meet the requirements in the original request.

The content in this PDF file is protected with a password.

**OFFICIAL COPY**

**SAN FRANCISCO**  
**DEPARTMENT OF**  
**BUILDING INSPECTION**

**APPROVED**  
Dept. of Building Insp.

OCT 17 2016

*TOM C. Hulse*  
TOM C. HULSE  
DEPT. OF BUILDING INSPECTION

**FIRE**

**BLDG. FORM 3/8**  
AUG 18 2016  
APPROVED FOR ISSUANCE

**DUPLICATE**  
APPLICATION NUMBER  
20204259120

**OSHA APPROVAL RECD.**  
APPROVAL NUMBER

**APPLICATION FOR BUILDING PERMIT ADDITIONS, ALTERATIONS OR REPAIRS**

**FORM 3** OTHER AGENCIES REVIEW REQUIRED

**FORM 8** COVER THE COUNTER INSURANCE

**2** NUMBER OF PLAN SETS

**DO NOT WRITE ABOVE THIS LINE**

DATE FILED 4/25/2012	FILING FEE RECEIPT NO. 1406917	(1) STREET ADDRESS OF JOB 10 Bernal Heights BL	BLOCK & LOT 5548-003
PERMIT NO. 20204259120	ISSUED OCT 10/25/17	(2A) ESTIMATED COST OF JOB \$13,000,-	(2B) REVISED COST \$13,000
DATE 10/25/17			

**INFORMATION TO BE FURNISHED BY ALL APPLICANTS**

**LEGAL DESCRIPTION OF EXISTING BUILDING**

(4A) TYPE OF CONSTR. 2B	(5A) NO. OF STORIES OF OCCUPANCY: 1	(6A) NO. OF BASEMENTS AND CELLARS: 0	(7A) PRESENT USE: OFFICE	(8A) OCCUP. CLASS B	(9A) NO. OF DWELLING UNITS: 0
----------------------------	--	---	-----------------------------	------------------------	----------------------------------

**DESCRIPTION OF BUILDING AFTER PROPOSED ALTERATION**

(4) TYPE OF CONSTR. 2B	(5) NO. OF STORIES OF OCCUPANCY: 1	(6) NO. OF BASEMENTS AND CELLARS: 0	(7) PROPOSED USE (LEGAL USE) OFFICE	(8) OCCUP. CLASS B	(9) NO. OF DWELLING UNITS: 0
---------------------------	---------------------------------------	--	--	-----------------------	---------------------------------

**(10) IS AUTO RUNWAY TO BE CONSTRUCTED OR ALTERED?**  
YES  NO  WILL STREET SPACE BE USED DURING CONSTRUCTION?

**(11) ELECTRICAL WORK TO BE PERFORMED?**  
YES  NO  NO WORK TO BE PERFORMED

**(12) PLUMBING WORK TO BE PERFORMED?**  
YES  NO  NO WORK TO BE PERFORMED

**(13) GENERAL CONTRACTOR**  
Master Network Solutions, 2017 opportunity Dr, 95678 916-783-6400, 984138, 6/30/17

**(14) OWNER - LESSEE (CROSS OUT ONE)**  
ADDRESS: 116 Huntington Ave, 11<sup>th</sup> Floor, 02116  
PHONE: 617-375-7500

**(15) WRITE IN DESCRIPTION OF ALL WORK TO BE PERFORMED UNDER THIS APPLICATION (REFERENCE TO PLANS IS NOT SUFFICIENT)**  
Nextwave wireless Telecommunications Services (WTS) facility install

Above: [RW20250404125.pdf](#), page 16. Note the watermark and the password protection.

# Requests for operational materials

## NextRequest Request 25-2753 (April 14, 2025)

### April 14, 2025

In response to the results of [DBI Request RW20250331923](#), the requester submits [NextRequest Request 25-2753](#). The following language is included by the requester:

\*\*IMMEDIATE DISCLOSURE REQUEST\*\*

Hello,

Please provide a copy of the DBI policy handbook or training materials that are referenced by Permit Technicians when responding to records requests.

Thank you.

### April 15, 2025

DBI receives the request and responds that they "...will process it according to the California immediate disclosure act response timeline of 3-days".

### April 17, 2025

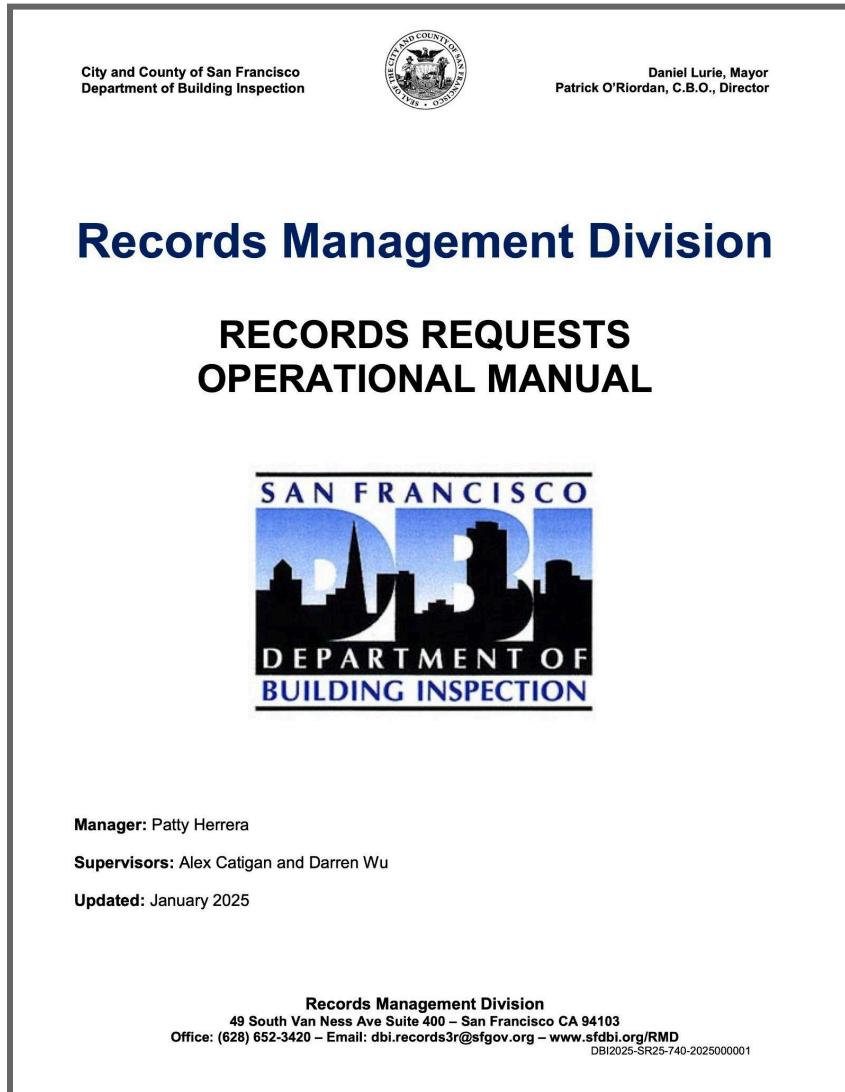
DBI provides a PDF copy of the requested records.

## Result

The final PDF copy provided by DBI is:

- 280 pages
- Not restricted with PDF protections or passwords.
- Have selectable and copyable text on some pages.
- Watermarked with a smaller footer on each one of 280 pages.
- Not in the format in which DBI holds the information, which has no watermark.

The requester does not submit further clarification on this request.



Above: OTHER RECORDS\_BATES.pdf , page 1. Note the watermark on the bottom right.

# Analysis of the DBI Records Requests Operational Manual

Re: Matt Joseph v. CCSF Department of Building Inspection, File No. 24064

Author: Matt Joseph  
Prepared on: 2025-04-29

This document analyzes the CCSF Department of Building Inspection (DBI) *Records Management Division - Records Requests Operational Manual - January 2025*, provided by DBI on April 17, 2025 via [NextRequest Request 25-2753](#).

## Table of contents

[DBI intentionally places limitations on access to a public record](#)

[DBI intentionally turns on encryption to enforce restrictions](#)

[DBI unilaterally decides which requests are covered by the Sunshine Ordinance and California Public Records Act](#)

[DBI knows that watermarks and restrictions are not the same as certification](#)

[DBI does not offer certified electronic records to the public](#)

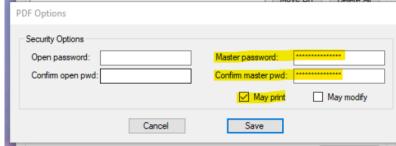
# DBI intentionally places limitations on access to a public record

**External Request** from the public, not for City, State or Federal agency use. Copies are stamped with the "external stamp" automatically through the Caso print driver or hand stamp.

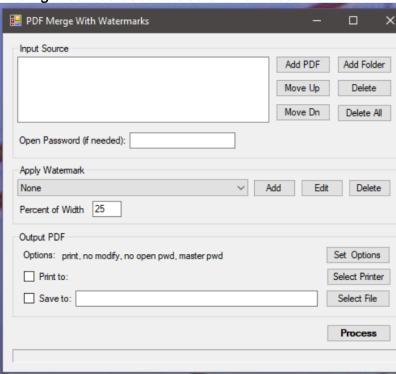
- These include viewing and/or printing of request of Requests for complaints, building, electrical, mechanical, and plumbing permits, job cards, Façade, Soil Reports, and CFCs.
- Viewing of Plans
- Duplication of Plans

Above: DBI Records Management Division - Records Requests Operational Manual - January 2025  
(OTHER\_RECORDS\_BATES.pdf), page 6.

3. Set up options for "PDF Merge With Watermarks"
  - a. Click "Set Options"
  - b. Enter Master password & Confirm master pwd (enter password for locking PDF files)
  - c. Check "May Print"



4. To add files, PDF individual files can be dragged and drop to the input source of one of the "Add" buttons to the right can be used to add an individual file or individual folder.



- a. For ease of use, it is easier and most efficient to use Adobe to combine the PDFs into groups then use the program to use combined PDF files from PV and DivApps and merge them into one file.
  - i. Here is a sample of the files

Above: DBI Records Management Division - Records Requests Operational Manual - January 2025  
(OTHER\_RECORDS\_BATES.pdf), page 90.

## Securing the File with Password:

1. Locking the files to prevent from any alteration to the documents provided to the customer.

- a. Go to Tools and open the Protect.

- b. Tips: There is also a **Tools shortcut bar** located at the right hand side screen. The Protect feature is also in the shortcut bar with this icon: 
- c. Click on **Advanced Options** and from the drop down list, select **Security Properties**.
  - i. Select **Password Security** from the drop down list as the **Security Methods** and a pop-up window will appear.



Above: DBI Records Management Division - Records Requests Operational Manual - January 2025  
(OTHER\_RECORDS\_BATES.pdf), page 125.

## DBI intentionally turns on encryption to enforce restrictions

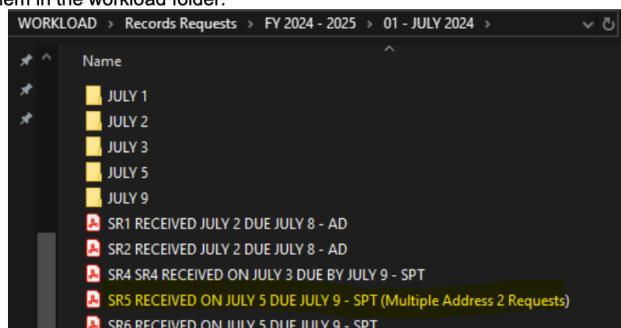
2. On the pop-up **Password Security – Settings** window, the following check boxes should be **unchecked**:
  - a. **Require a password to open the document.**
  - b. **Enable copying of text, images, and other content.**
3. Make sure **Encrypt all document contents** is selected in Options
4. Enter the “**RMD Password**” <P:\RMD Operational Manuals\Logins and Passwords.xlsx> in the **Change Permissions Password** field and confirm the password again in the pop-up window.
- d. After the permission has been set, be sure to **save** the document to apply the security settings and to take effect.
- e. Once the file is secured, you can tell by looking at the title bar of the windows. It will show as **SECURED** after the file name.

Above: DBI Records Management Division - Records Requests Operational Manual - January 2025  
([OTHER RECORDS\\_BATES.pdf](#)), page 127.

# DBI unilaterally decides which requests are covered by the Sunshine Ordinance and California Public Records Act

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Above: DBI Records Management Division - Records Requests Operational Manual - January 2025  
([OTHER\\_RECORDS\\_BATES.pdf](#)), pages 3-4.

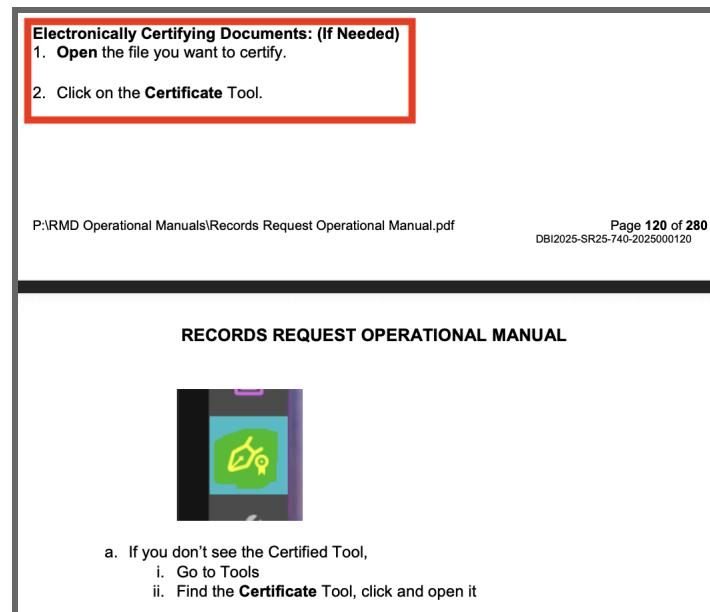
<b>Sunshine Request:</b>
Receiving Sunshine Request through DBI.Records Email. Process on how to mark each request and save them in the workload folder.

P:\RMD Operational Manuals\Records Request Operational Manual.pdf
Page 184 of 280
DBI2025-SR25-740-2025000184
<hr/>
<b>RECORDS REQUEST OPERATIONAL MANUAL</b>
<hr/>
1. Emails to dbi.records3r.
a. Request for records for RMD will now go to <a href="mailto:dbi.records3r@sfgov.org">dbi.records3r@sfgov.org</a> .
b. When working on emails, the email person will need to PDF the email and place a copy of the file in the Workload RR folder for the month.
i. Please use the Acrobat tab and use the Convert to Adobe PDF process to keep the attachments within the PDF file.

Above: DBI Records Management Division - Records Requests Operational Manual - January 2025  
([OTHER\\_RECORDS\\_BATES.pdf](#)), pages 184-185.

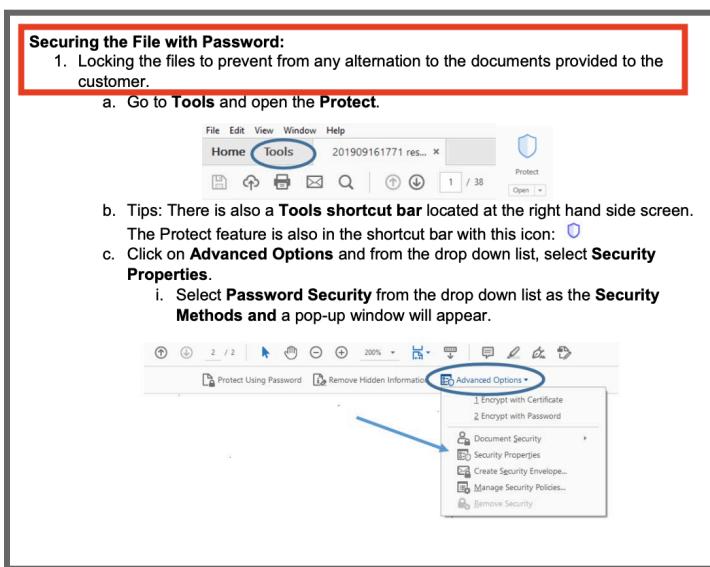
# DBI knows that watermarks and restrictions are not the same as certification

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Above: DBI Records Management Division - Records Requests Operational Manual - January 2025  
(OTHER\_RECORDS\_BATES.pdf), page 3.



Above: DBI Records Management Division - Records Requests Operational Manual - January 2025  
(OTHER\_RECORDS\_BATES.pdf), pages 120-121.



Above: DBI Records Management Division - Records Requests Operational Manual - January 2025  
(OTHER\_RECORDS\_BATES.pdf), page 125.

## DBI does not offer certified electronic records to the public

### **Certified Records**

- When certifying records, the number of pages should always go on the PPVS Permits field and the Certification field.
- **Electronic certification should only be for internal customers for now.**
- The TV sign has now been updated to include clarification that the certification fee does not include the charge for prints.

Above: DBI Records Management Division - Records Requests Operational Manual - January 2025  
([OTHER\\_RECORDS\\_BATES.pdf](#)), page 34.

# NextRequest Export for Original Requests

Re: Matt Joseph v. CCSF Department of Building Inspection, File No. 24064

Author: Matt Joseph

Prepared on: 2025-04-29

This document contains the NextRequest exports for the public records requests that led to Sunshine Ordinance Task Force File No. 24064.

- [NextRequest Request 24-5136](#) - requesting access to the "Red Books", a set of maps maintained by DBI.
- [NextRequest Request 24-6130](#) - requesting access to all DBI records for block 2632 in the City and County of San Francisco.
- [NextRequest Request 24-6997](#) - requesting access to all DBI records for block 2644 in the City and County of San Francisco.

Request Visibility:  UnpublishedRequest 24-5136  Closed

## Dates

## Received

August 23, 2024 via web

## Request

To whom it may concern,

This is an **\*\*Immediate Disclosure Request\*\***, written as per San Francisco Administrative Code, Article III: Public Information and Public Records, section 67.25. This request is additionally pursuant to California Government Code Sections 7922.500-7922.605.

I am writing to request the following immediate disclosures from the CCSF Department of Building Inspection:

**(A) Direct access to review the following public records:**

- The records known to CCSF Department of Building Inspection as the “Red Books”.
- All associated data, metadata, and indexes associated with the “Red Books”.

Access is requested in accordance with San Francisco Administrative Code, Article III: Public Information and Public Records, section 67.28. Additionally, this access request is pursuant to California Government Code Section 7922.525.

## Requester

 Matt Joseph encryptstream@gmail.com CA

## Staff assigned

## Departments

Building Inspection

## Point of contact

DBI Sunshine Requests

**(B) The cost of digital duplication and an itemized cost analysis establishing that cost for the following public records:**

- The records known to CCSF Department of Building Inspection as the “Red Books”.
- All associated data, metadata, and indexes associated with the “Red Books”.

Cost analysis is requested in accordance with San Francisco Administrative Code, Article III: Public Information and Public Records, section 67.28. This cost analysis is expected to be in accordance with California Government Code Section 7922.575.

No photocopies, printouts, or other analog reproductions are requested as part of this analysis. “Digital duplication” refers to duplication from one digital medium (e.g., a database) to another digital medium (e.g., a flash drive).

An address for physical correspondence can be provided upon request.

Thank you.

[Show less](#)

**Timeline** **Documents**

**Request closed** Anyone with access to this request

This concludes your public records request.

August 29, 2024, 3:31pm by Staff

**Document(s) released to requester** Requester + Staff

Block Maps Vol 6 2603 - 3212.pdf  
Block Maps Vol 7 3501 - 3899.pdf  
Block Maps Vol 8 3901 - 4403.pdf  
Block Maps Vol 9 4501 - 4799.pdf  
Block Maps Vol 10 4800 - 5107.pdf  
Block Maps Vol 11 5201 - 5483.pdf  
Block Maps Vol 12 5501 - 5999.pdf  
Block Maps Vol 13 6000 - 6496.pdf  
Block Maps Vol 14 6501 - 6800.pdf  
Block Maps Vol 15 6902 - 7179.pdf  
Block Maps Vol 1 1 - 400.pdf  
Block Maps Vol 2 401 - 876.pdf  
Block Maps Vol 3 901 - 1294.pdf  
Block Maps Vol 4 1302 - 1692.pdf  
Block Maps Vol 5 1701 - 2519.pdf

August 29, 2024, 3:30pm by Staff

## **Message to requester** Requester + Staff

We have attached documents responsive to your request.

We have finished conducting our search and found no other documents responsive to your request. Therefore, we consider your request closed.

August 29, 2024, 3:30pm by Staff

## **Message from requester** Requester + Staff

Hello,

**> Since we have not heard back if DataSF provided you the information that you requested, we would like to follow up with you if that information is still needed?**

DataSF does not provide the records requested. I have prior communication indicating that CCSF DBI has access to and routinely references these records.

**> If this letter does not clearly state the documents/items you are requesting, please contact me as soon as possible so that we can begin to comply with your request.**

As stated in the original Immediate Disclosure Request, these are the records I am requesting direct access to review and cost/cost analysis for digital duplication:

- The records known to CCSF Department of Building Inspection as the "Red Books".
- All associated data, metadata, and indexes associated with the "Red Books".

Please confirm that my request for access and duplication information for these specific records is received.

**> You mentioned that you have a specific address you were looking to inquire with? If so, could you let us know?**

I am not interested in a specific address. I am requesting the entire unrestricted, unredacted, unlimited, and unencumbered records known to CCSF DBI as the "Red Books".

Thank you.

August 28, 2024, 11:38am by the requester

 **Message to requester** Requester + Staff

Hello,

Since we have not heard back if DataSF provided you the information that you requested, we would like to follow up with you if that information is still needed?

You mentioned that you have a specific address you were looking to inquire with? If

so, could you let us know?

Thank you,

DBI Sunshine Team

August 28, 2024, 11:15am by Staff

## **Message to requester** Requester + Staff

Please note that the City's DataSF portal provides a wealth of information that may be useful in your future searches here:

[Assessor Block Maps](#) | [DataSF](#) | [City and County of San Francisco \(sfgov.org\)](#). Please feel free to bookmark this page for your future data requests.

You may also reach out to SF PLANNING, SF Planning: [CPC-RecordRequest@sfgov.org](mailto:CPC-RecordRequest@sfgov.org)

As they may hold additional responsive records and you would need to contact them directly.

If this letter does not clearly state the documents/items you are requesting, please contact me as soon as possible so that we can begin to comply with your request.

August 26, 2024, 11:19am by Staff

## **Message to requester** Requester + Staff

We received your IMMEDIATE DISCLOSURE REQUEST on August 23, 2024 after normal business hours and are treating it as received the next business day

Please note that we are only able to provide records in the possession or control of San Francisco Department of Building Inspection. Other City agencies may hold

additional responsive records and you would need to contact them directly.

If this letter does not clearly state the documents/items you are requesting, please contact me as soon as possible so that we can begin to comply with your request.

August 26, 2024, 10:47am by Staff

 **Department assignment** Anyone with access to this request

Building Inspection

August 23, 2024, 5:25pm by the requester

 **Request opened** Anyone with access to this request

Request received via web

August 23, 2024, 5:25pm by the requester

Request Visibility:  UnpublishedRequest 24-6130  Closed

## Dates

## Received

October 14, 2024 via web

## Request

To whom it may concern,

This is an **\*\*Immediate Disclosure Request\*\***, written as per San Francisco Administrative Code, Article III: Public Information and Public Records, section 67.25. This request is additionally pursuant to California Government Code Sections 7922.500-7922.605.

I am writing to request the following immediate disclosures from the CCSF Department of Building Inspection:

**(A) Direct access to review the following public records:**

- All building permits for all lots in block 2632 in the City and County of San Francisco.
- All building permit job cards for all lots in block 2632 in the City and County of San Francisco.
- All Certificates of Final Completion and Occupancy (CFC) for all lots in block 2632 in the City and County of San Francisco.
- All associated notes, data, metadata, and indexes associated with those records.

## Requester

 Matt Joseph encryptstream@gmail.com CA

## Staff assigned

## Departments

Building Inspection

## Point of contact

DBI Sunshine Requests

Access is requested in accordance with San Francisco Administrative Code, Article III: Public Information and Public Records, section 67.28. Additionally, this access request is pursuant to California Government Code Section 7922.525 and California Government Code Section 7922.530. CCSF and DataSF do not currently provide these records for public review through other means.

**(B) Confirmation that public records exist as electronic records, that digital duplicates can be provided, and the medium by which the digital duplicates can be provided, for the following public records:**

- All building permits for all lots in block 2632 in the City and County of San Francisco.
- All building permit job cards for all lots in block 2632 in the City and County of San Francisco.
- All Certificates of Final Completion and Occupancy (CFC) for all lots in block 2632 in the City and County of San Francisco.
- All associated notes, data, metadata, and indexes associated with those records.

“Digital duplication” refers to duplication from one digital medium (e.g., a database) to another digital medium (e.g., a flash drive). Examples of mediums: Email, digital download, flash/USB drive. Unless otherwise required by law, the digital duplicates must be unrestricted, unredacted, unlimited, unprotected, unpassworded, and unencumbered records.

Electronic records and digital duplicates are requested in accordance with California Government Code Section 7922 ARTICLE 3. Information in Electronic Format [7922.570 - 7922.585]. CCSF and DataSF do not currently provide these records for direct digital download.

**(C) The cost of digital duplication and an itemized cost analysis establishing that cost for the following public records:**

- All building permits for all lots in block 2632 in the City and County of San Francisco.
- All building permit job cards for all lots in block 2632 in the City and County of San Francisco.
- All Certificates of Final Completion and Occupancy (CFC) for all lots in block 2632 in the City and County of San Francisco.
- All associated notes, data, metadata, and indexes associated with those records.

Cost analysis is requested in accordance with San Francisco Administrative Code, Article III: Public Information and Public Records, section 67.28. Any costs are expected to be in accordance with California Government Code Section 7922.575 and shall be limited to the direct cost of producing a copy of a record in an electronic format.

No photocopies, printouts, or other analog reproductions are requested as part of this analysis. "Digital duplication" refers to duplication from one digital medium (e.g., a database) to another digital medium (e.g., a flash drive). Examples of mediums: Email, digital download, flash/USB drive. Unless otherwise required by law, the digital

duplicates must be unrestricted, unredacted, unlimited, unprotected, unpassworded, and unencumbered records.

An address for physical correspondence or delivery of the digital duplicate medium (e.g., flash drive) can be provided upon request.

Thank you,

Matt Joseph

[Show less](#)

## Timeline Documents

### **Request closed** Anyone with access to this request

This concludes your public records request.

October 29, 2024, 11:20am by Staff

### **Document(s) released to requester** Requester + Staff

MULTIPLE ADDRESS\_BATES.pdf

October 29, 2024, 11:20am by Staff

### **Message to requester** Requester + Staff

We have attached documents responsive to your request.

We have finished conducting our search and found no other documents responsive to your request. Therefore, we consider your request closed.

October 29, 2024, 11:20am by Staff

### **Message to requester** Requester + Staff

Please be advised that we are hereby invoking an extension of time to respond to

your request. We are invoking the extension of time under Government Code Section 7922.535 and San Francisco Administrative Code Section 67.25(b) because of the following:

The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records. We are working with City Attorney office for review and to respond to your inquiry on the files that you received.

We will endeavor to process your request as quickly as possible and anticipate responding again no later than **November 8, 2024**. We understand that we are required to conduct this consultation with all practicable speed. We will produce them as soon as reasonably possible after review of the documents for possible redaction or withholding.

Please note that we are only able to provide records in the possession or control of San Francisco Department of Building Inspection. Other City agencies may hold additional responsive records and you would need to contact them directly.

October 25, 2024, 1:54pm by Staff

 **Request reopened** Anyone with access to this request

October 24, 2024, 11:36am by Staff

 **Message to requester** Requester + Staff

Dear Requestor,

We have submitted your inquiry to the City Attorney office for review and to respond to your inquiry on the files that you received.

Once we hear back from the city attorney, we will let you know.

Thank you,

October 24, 2024, 11:36am by Staff

 **Message from requester**  Requester + Staff

To whom it may concern,

This **\*\*Immediate Disclosure Request\*\*** has not been completed in accordance with the original request.

For parts (B) and (C) of this **\*\*Immediate Disclosure Request\*\***, the following was specified: "Unless otherwise required by law, the digital duplicates must be unrestricted, unredacted, unlimited, unprotected, unpassworded, and unencumbered records."

Unfortunately, the records provided have been restricted in an unjustified manner by placing restrictions and password protection on the digital duplicates. Per [California Government Code Section 7922.500](#), "*Nothing in this division shall be construed to permit an agency to delay or obstruct the inspection or copying of public records.*"

Placing restrictions and password protection on these records obstructs inspection and copying. Furthermore, these restrictions prevent the use of assistive technologies, such as screen readers and translation tools, creating further obstruction.

For parts (B) and (C) of this **\*\*Immediate Disclosure Request\*\***, the digital duplicates must be unrestricted, unredacted, unlimited, unprotected, unpassworded, and unencumbered records.

Please either:

- provide these digital duplicates in a manner that is unrestricted, unredacted, unlimited, unprotected, unpass-worded, and unencumbered,
- or otherwise justify the withholding and obstruction of inspection in accordance with [California Government Code Section 7922.000](#) and [San Francisco Administrative Code, Article III: Public Information and Public Records, section 67.27](#).

Thank you,

Matt Joseph

October 22, 2024, 7:34pm by the requester

**Request closed** Anyone with access to this request

This concludes your public records request.

October 22, 2024, 2:03pm by Staff

 **Document(s) released to requester** Requester + Staff 

100 EDGEWOOD AV-RMD.pdf  
110 EDGEWOOD AV-RMD.pdf  
114 EDGEWOOD AV-RMD.pdf  
120 EDGEWOOD AV-RMD.pdf  
122 EDGEWOOD AV-RMD.pdf  
1423-1425 WILLARD ST-RMD.pdf  
1427 WILLARD ST-RMD.pdf  
1431-1443 WILLARD ST-RMD.pdf  
1447-1449 WILLARD ST-RMD.pdf  
1451 WILLARD ST-RMD.pdf  
1453 WILLARD ST-RMD.pdf  
1457 WILLARD ST-RMD.pdf  
1459 WILLARD ST-RMD.pdf  
1463 WILLARD ST-RMD.pdf  
1467 WILLARD ST-RMD.pdf

2 BELMONTAV-RMD.pdf  
16 BELMONT AV-RMD.pdf

October 22, 2024, 2:03pm by Staff

 **Message to requester** Requester + Staff

We have attached documents responsive to your request.

We have finished conducting our search and found no other documents responsive to your request. Therefore, we consider your request closed.

October 22, 2024, 2:03pm by Staff

 **Message to requester** Requester + Staff

We have received your request after normal business hours and are treating it as received the next business day. Will process it according to the California Public Records Act response timeline of 10-days

Although your request was sent as an Immediate Disclosure Request under San Francisco Administrative Code Section 67.25(a), it will require staff to conduct a review of files in order to find responsive records and is not *"simple, routine and readily answerable."* Therefore, we are invoking an extension of 10 days to respond to your request per Admin. Code § 67.25(b).

Please note that we are only able to provide records in the possession or control of San Francisco Department of Building Inspection. Other City agencies may hold additional responsive records and you would need to contact them directly.

October 15, 2024, 4:10pm by Staff

 **Message from requester** Requester + Staff

To whom it may concern,

Parts (A), (B), and (C) of this **\*\*Immediate Disclosure Request\*\*** are all specific to block 2632 in the City and County of San Francisco. The request for permits, permit job cards, and Certificates of Final Completion and Occupancy (CFC) for all lots in this block “reasonably describes an identifiable record or records”, as per [California Government Code Section 7922.530](#). All lots and all years are requested.

Any associated notes, data, metadata, and indexes associated with those records, where the association is plain and evident to the [CCSF Department of Building Inspection](#), are equally reasonably described as identifiable records. Any records or materials not plainly and evidently associated with those permits, permit job cards, and Certificates of Final Completion and Occupancy (CFC) are not in scope of this request.

For parts (B) and (C) of this **\*\*Immediate Disclosure Request\*\***, only electronic records are in scope.

The deadline for this request is expected to be in accordance with [San Francisco Administrative Code, Article III: Public Information and Public Records, section 67.25](#) and [California Government Code Section 7922.535](#).

Thank you,

Matt Joseph

October 15, 2024, 12:28pm by the requester

 **Message to requester** Requester + Staff

We have received your request after normal business hours and are treating it as received the next business day.

This request is extremely broad and will require considerable City resources in order to respond. In light of the burden of responding, we would appreciate it if you could identify [the specific addresses] or [provide a timeframe for your request]. That would assist in narrowing the search, reducing the burden, and providing you the specific documents that you seek.

Generally, the public records laws require a request to be sufficiently particular to identify a category of documents and not require a wholesale review of an agency's files. *See Government Code Section 7922.530(a)* (a request must reasonably describe an identifiable record or records). The Good Government Guide issued by the City Attorney states:

"A public records request must specify an identifiable record or category of records sought. Cal. Govt. Code § 7922.530(a). The law does not require exactitude in requests, or limit requests to specific records the requester identifies by date, author, and/or recipient. But a request must be sufficiently clear and defined that the department can understand what records are the subject of the request.

The law does not generally allow a requester to look indiscriminately through a department's files where such files are not otherwise made available to members of the public. Accordingly, public records requests may not require access to "all of

your records." But public servants should make a conscientious effort to assist requesters in identifying the information or records they seek. ( 2014 Edition, at p. 85-86.)"

<https://www.sfcityattorney.org/wp-content/uploads/2015/07/GoodGovtGuide-2014-09-03.pdf>

Please note that we are only able to provide records in the possession or control of San Francisco Department of Building Inspection. Other City agencies may hold additional responsive records and you would need to contact them directly.

October 15, 2024, 10:30am by Staff

 **Department assignment** Anyone with access to this request

Building Inspection

October 14, 2024, 2:04pm by the requester

 **Request opened** Anyone with access to this request

Request received via web

October 14, 2024, 2:04pm by the requester

Request Visibility:  UnpublishedRequest 24-6997  Closed

## Dates

## Received

November 19, 2024 via web

## Request

To whom it may concern,

This is an **\*\*Immediate Disclosure Request\*\***, written as per San Francisco Administrative Code, Article III: Public Information and Public Records, section 67.25. This request is additionally pursuant to California Government Code Sections 7922.500-7922.605.

I am writing to request the following immediate disclosures from the CCSF Department of Building Inspection:

**(A) Direct access to review the following public records:**

- All building permits for all lots in block 2644 in the City and County of San Francisco.
- All building permit job cards for all lots in block 2644 in the City and County of San Francisco.
- All Certificates of Final Completion and Occupancy (CFC) for all lots in block 2644 in the City and County of San Francisco.

Access is requested in accordance with San Francisco Administrative Code, Article III:

## Requester

 Matt Joseph encryptstream@gmail.com CA

## Staff assigned

## Departments

Building Inspection

## Point of contact

DBI Sunshine Requests

Public Information and Public Records, section 67.28. Additionally, this access request is pursuant to California Government Code Section 7922.525 and California Government Code Section 7922.530. CCSF and DataSF do not currently provide these records for public review through other means.

**(B) Confirmation that public records exist as electronic records, that digital duplicates can be provided, and the medium by which the digital duplicates can be provided, for the following public records:**

- All building permits for all lots in block 2644 in the City and County of San Francisco.
- All building permit job cards for all lots in block 2644 in the City and County of San Francisco.
- All Certificates of Final Completion and Occupancy (CFC) for all lots in block 2644 in the City and County of San Francisco.

“Digital duplication” refers to duplication from one digital medium (e.g., a database) to another digital medium (e.g., a flash drive). Examples of mediums: Email, digital download, flash/USB drive.

Unless otherwise required by law, the digital duplicates must be unrestricted, unredacted, unlimited, unprotected, unpassworded, and unencumbered records. For example, do not place obstructive passwords or watermarks on these files. Per California Government Code Section 7922.500, *“Nothing in this division shall be construed to permit an agency to delay or obstruct the inspection or copying of public records.”*

Electronic records and digital duplicates are requested in accordance with California Government Code Section 7922 ARTICLE 3. Information in Electronic Format [7922.570 - 7922.585]. CCSF and DataSF do not currently provide these records for direct digital download.

**(C) The cost of digital duplication and an itemized cost analysis establishing that cost for the following public records:**

- All building permits for all lots in block 2644 in the City and County of San Francisco.
- All building permit job cards for all lots in block 2644 in the City and County of San Francisco.
- All Certificates of Final Completion and Occupancy (CFC) for all lots in block 2644 in the City and County of San Francisco.

Cost analysis is requested in accordance with San Francisco Administrative Code, Article III: Public Information and Public Records, section 67.28. Any costs are expected to be in accordance with California Government Code Section 7922.575 and shall be limited to the direct cost of producing a copy of a record in an electronic format.

No photocopies, printouts, or other analog reproductions are requested as part of this analysis. "Digital duplication" refers to duplication from one digital medium (e.g., a database) to another digital medium (e.g., a flash drive). Examples of mediums: Email, digital download, flash/USB drive.

Unless otherwise required by law, the digital duplicates must be unrestricted, unredacted, unlimited, unprotected, unpassworded, and

unencumbered records. For example, do not place obstructive passwords or watermarks on these files. Per California Government Code Section 7922.500, *“Nothing in this division shall be construed to permit an agency to delay or obstruct the inspection or copying of public records.”*

An address for physical correspondence or delivery of the digital duplicate medium (e.g., flash drive) can be provided upon request.

Thank you,

Matt Joseph

[Show less](#)

## Timeline Documents

### Document(s) released to requester Requester + Staff

BLOCK 2644\_BATES.pdf

December 5, 2024, 10:57am by Staff

### Message to requester Requester + Staff

We have attached **updated documents** responsive to your request.

We have finished conducting our search and found no other documents responsive to your request. Therefore, we

consider your request closed.

December 5, 2024, 10:57am by Staff

### Message from requester Requester + Staff

To whom it may concern,

This **\*\*Immediate Disclosure Request\*\*** has not been completed in accordance with the original request.

For parts (B) and (C) of this **\*\*Immediate Disclosure Request\*\***, the following was specified: "Unless otherwise required by law, the digital duplicates must be unrestricted, unredacted, unlimited, unprotected, unpassworded, and unencumbered records. For example, do not place obstructive passwords or watermarks on these files. Per California Government Code Section 7922.500, *"Nothing in this division shall be construed to permit an agency to delay or obstruct the inspection or copying of public records."*

**Unfortunately, the records provided have been restricted in an unjustified manner by placing password protection and watermarks on the digital duplicates.** Per [California Government Code Section 7922.500](#), *"Nothing in this division shall be construed to permit an agency to delay or obstruct the inspection or copying of public records."*

Placing restrictions and password protection on these records obstructs inspection and copying. Furthermore, these restrictions prevent the use of assistive technologies, such as screen readers and translation tools, creating further obstruction.

For parts (B) and (C) of this **\*\*Immediate Disclosure Request\*\***, the digital duplicates must be unrestricted, unredacted, unlimited, unprotected, unpassworded, and unencumbered records.

Please either:

- remove the passwords and watermarks and provide these digital duplicates in a manner that is unrestricted, unredacted, unlimited, unprotected, unpassworded, and unencumbered,
- or otherwise justify the withholding and obstruction of inspection in accordance with [California Government Code Section 7922.000](#) and [San Francisco Administrative Code, Article III: Public Information and Public Records, section 67.27](#).

Thank you,

Matt Joseph

December 2, 2024, 1:24pm by the requester

**Request closed** Anyone with access to this request

This concludes your public records request.

December 2, 2024, 12:35pm by Staff

 **Document(s) released to requester** Requester + Staff

112 WOODLAND AV - RMD.pdf  
118 WOODLAND AV - RMD.pdf  
124 WOODLAND AV - RMD.pdf  
128 WOODLAND AV - RMD.pdf  
134 WOODLAND AV - RMD.pdf  
140 WOODLAND AV - RMD.pdf  
144 WOODLAND AV - RMD.pdf  
150 WOODLAND AV - RMD.pdf  
156 WOODLAND AV - RMD.pdf  
166 WOODLAND AV - RMD.pdf  
1175 STANYAN ST - RMD.pdf  
1177 STANYAN ST - RMD.pdf  
1179 STANYAN ST - RMD.pdf  
1183 -1185 STANYAN ST - RMD.pdf  
1187 STANYAN ST - RMD.pdf  
1189 STANYAN ST - RMD.pdf

1191 STANYAN ST - RMD.pdf  
1195 STANYAN ST - RMD.pdf  
1199 STANYAN ST - RMD.pdf  
1201 STANYAN ST - RMD.pdf  
1203 STANYAN ST - RMD.pdf  
106 WOODLAND AV - RMD.pdf  
108 WOODLAND AV - RMD.pdf

December 2, 2024, 12:35pm by Staff

 **Message to requester** Requester + Staff

We have attached documents responsive to your request.

We have finished conducting our search and found no other documents responsive to your request. Therefore, we consider your request closed.

December 2, 2024, 12:35pm by Staff

 **Message to requester** Requester + Staff

We have received your request after normal business hours and are treating it as received the next business day. Will process it according to the California Public Records Act response timeline of 10-days.

We have received your Immediate Disclosure Request on November 20, 2024 for the following:

- *(A) Direct access to review the following public records:*
- *All building permits for all lots in block 2644 in the City and County of San Francisco.*
- *All building permit job cards for all lots in block 2644 in the City and County of San Francisco.*
- *All Certificates of Final Completion and Occupancy (CFC) for all lots in block 2644 in the City and County of San Francisco.*

- Access is requested in accordance with *San Francisco Administrative Code, Article III: Public Information and Public Records, section 67.28*. Additionally, this access request is pursuant to *California Government Code Section 7922.525* and *California Government Code Section 7922.530*. CCSF and DataSF do not currently provide these records for public review through other means.
- (B) Confirmation that public records exist as electronic records, that digital duplicates can be provided, and the medium by which the digital duplicates can be provided, for the following public records:
  - All building permits for all lots in block 2644 in the City and County of San Francisco.
  - All building permit job cards for all lots in block 2644 in the City and County of San Francisco.
  - All Certificates of Final Completion and Occupancy (CFC) for all lots in block 2644 in the City and County of San Francisco.
  - “Digital duplication” refers to duplication from one digital medium (e.g., a database) to another digital medium (e.g., a flash drive). Examples of mediums: Email, digital download, flash/USB drive.
  - Unless otherwise required by law, the digital duplicates must be unrestricted, unredacted, unlimited, unprotected, unpassworded, and unencumbered records. For example, do not place obstructive passwords or watermarks on these files. Per *California Government Code Section 7922.500*, “Nothing in this division shall be construed to permit an

agency to delay or obstruct the inspection or copying of public records."

- *Electronic records and digital duplicates are requested in accordance with California Government Code Section 7922 ARTICLE 3. Information in Electronic Format [7922.570 - 7922.585]. CCSF and DataSF do not currently provide these records for direct digital download.*
- ***(C) The cost of digital duplication and an itemized cost analysis establishing that cost for the following public records:***
- *All building permits for all lots in block 2644 in the City and County of San Francisco.*
- *All building permit job cards for all lots in block 2644 in the City and County of San Francisco.*
- *All Certificates of Final Completion and Occupancy (CFC) for all lots in block 2644 in the City and County of San Francisco.*
- *Cost analysis is requested in accordance with San Francisco Administrative Code, Article III: Public Information and Public Records, section 67.28. Any costs are expected to be in accordance with California Government Code Section 7922.575 and shall be limited to the direct cost of producing a copy of a record in an electronic format.*
- *No photocopies, printouts, or other analog reproductions are requested as part of this analysis. "Digital duplication" refers to duplication from one digital medium (e.g., a database) to another digital medium (e.g., a flash drive). Examples of mediums: Email, digital download, flash/USB drive.*
- *Unless otherwise required by law, the digital duplicates must be unrestricted,*

*unredacted, unlimited, unprotected, unpassworded, and unencumbered records. For example, do not place obstructive passwords or watermarks on these files. Per [California Government Code Section 7922.500](#), "Nothing in this division shall be construed to permit an agency to delay or obstruct the inspection or copying of public records."*

- An address for physical correspondence or delivery of the digital duplicate medium (e.g., flash drive) can be provided upon request.*

Although your request was sent as an Immediate Disclosure Request under San Francisco Administrative Code Section 67.25(a), it will require staff to conduct a review of files in order to find responsive records and is not "*simple, routine and readily answerable.*" Therefore, we are invoking an extension of 10 days to respond to your request per Admin. Code § 67.25(b).

We are working to gather all documents responsive to your request and will be in touch with you no later than .

Please note that we are only able to provide records in the possession or control of San Francisco Department of Building Inspection. Other City agencies may hold additional responsive records and you would need to contact them directly.

November 20, 2024, 9:19am by Staff

## **Department assignment** Anyone with access to this request

Building Inspection

November 19, 2024, 8:01pm by the requester

## **Request opened** Anyone with access to this request

Request received via web

November 19, 2024, 8:01pm by the requester