From:	Oerth, Sally (CII)
To:	Bohee, Tiffany (CII); Morales, James (CII); Arce, Pedro (CII); Myall, Hilde (CII); Hussain, Lila (ADM) (CII); Rice, Don (ADM) (CII); Bridges, George (CII); Lee, Raymond (CII); sopmac3@hotmail.com; Guerra, Claudia (CII); Maher, Christine (ADM) (CII)
Cc:	CPC-WarriorsAdmin
Subject:	Maintaining adminstrative record for Warriors project
Date:	Wednesday, June 10, 2015 2:00:09 PM
Attachments:	GSW Admin Record Update Procedures_FINAL.docx

All – Please see the attached memo regarding our requirements to maintain the administrative record for the Warriors project. In short, please make sure that any emails or correspondence you send regarding the project include a cc: the following address: cpc-warriorsadmin@sfgov.org. These emails will be reviewed by Planning and City Attorney prior to being posted as part of the administrative record (available on our website; see the Mission Bay page). Additionally, if you receive any emails or correspondence that does not already include a cc to that address, please forward the information.

Information must be posted within 5 business days. We provided information as of Thursday, June 4th. **If you have any emails since then please forward them to the above address immediately.**

Sally Oerth
Deputy Director
Office of Community Investment and Infrastructure
Successor Agency to the San Francisco Redevelopment Agency
One South Van Ness Avenue, Fifth Floor
San Francisco, CA 94103

Phone: 415.749.2580
Fax: 415.749.2585