

469 Stevenson – Policy for Record of Proceedings to Comply with SB 7

- **Admin Record Email Address:** cpc.469Stevenson.org
- **Admin Record Email Address Procedure:** CC this email address once we publish Draft EIR
- **Meet other provisions of SB 7**

Document Type	Administrative Record Policy	Notes
Project application materials	Pre- and post- DEIR publication: include	Project application; environmental application
Technical Studies and Memos	Pre-DEIR publication: include final documents only Post-DEIR publication: include draft and final documents	Include final technical studies, and appendix, if cited in the CEQA documents. Include drafts (post-DEIR publication) if they include City comments/guidance on substantive issues. Memos on substantive issues such as study approach and methodology.
Draft EIR and RTC	Pre-DEIR publication: include final documents only Post-DEIR publication: include draft and final documents	Written and electronic notices, EIR/RTC, CEQA findings, statement of overriding considerations, staff reports, and MMRP
Comments from other agencies or stakeholders	Pre- and post-DEIR publication: include draft and final documents and staff reports used as substantial evidence	Written coordination with other city agencies (e.g., DBI) or stakeholders
Public Comments	Pre- and post- DEIR publication: include	Comments on the draft EIR, or other public correspondence, including transcripts; if provided verbally, convert comment into a readily accessible electronic format and make it available to the public in that format
Email Correspondence between City staff, Consultants, and Subconsultants	Pre-DEIR publication: do not include Post-DEIR publication: include	After publication, include e-mails between non-attorney staff and/or CEQA consultant that discuss the project and do not copy agency attorney. Routine, non-substantive e-mail among consultants and City staff is generally not included.
Email Correspondence between the City and Project Sponsor	Pre-DEIR publication: do not include Post-DEIR publication: include	Include communications in administrative record (per Citizens for Ceres v. Superior Court (2013))
Email correspondence between City staff and City decision makers	Pre-DEIR publication: do not include Post-DEIR publication: include	Include communication between City staff and decision makers (e.g., Planning Commissioners) if emails

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		contain information that assists in the decision-making process Legal advice can be considered privileged if seeking advice
Meeting agendas, handouts, and notes; schedules	Pre-DEIR publication: do not include Post-DEIR publication: include	If it includes substantive issues
Documents to and from Legal Counsel	Pre- and post- DEIR publication: do not include	Covered under attorney-client privilege (if seeking advice)
Consultant to Consultant Communications	Pre-DEIR publication: do not include Post-DEIR publication: include only if communication involves the City and any decision making	Depends on whether it is substantive and relevant to the CEQA decision-making process
Consultant Invoices and contracts	Pre- and post- DEIR publication: do not include	Follow City retention protocol
Scopes of Work	Pre-DEIR publication: do not include Post-DEIR publication: include	
Books/Articles	Pre-DEIR publication: do not include unless used as substantial evidence Post-DEIR publication: include	Include by reference?
Websites	Pre-DEIR publication: do not include unless used as substantial evidence Post-DEIR publication: include	Use screen captures
Personal Communications	Pre-DEIR publication: do not include Post-DEIR publication: include	Call log for gathering information
Documents incorporated by Reference	Pre- and post- DEIR publication: include	Include in their entirety or referenced sections
Field Notes	Pre- and post- DEIR publication: do not include	Do not Include (unless part of a final technical report)