

Senate Bill 272

Approved on October 11, 2015, SB 272 adds a section to the California Public Records Act requiring local agencies to create a catalog of Enterprise Systems by July 1, 2016 with annual updates.

Enterprise System

A software application or computer system that collects, stores, exchanges and analyzes information that the agency uses that is both of the following:

- A multi-departmental system or a system that contains information collected about the public.
- A system that serves as an original source of data within an agency.

An Enterprise System does not include any of the following:

- Information Technology security systems, including firewalls and other cybersecurity systems.
- Physical access control systems, employee identification management systems, video monitoring and other physical control systems.
- Infrastructure and mechanical control systems, including those that control or manage street lights, electrical, natural gas or water or sewer functions.
- Systems related to 911 dispatch and operation or emergency services.
- Systems that would be restricted from disclosure by Section 6254.19.
- The specific records that the information technology system collects, stores, exchanges or analyzes.

Requirements

1. Create a catalog of enterprise systems, containing:
 - Current system vendor
 - Current system product
 - System's purpose
 - A description of categories or types of data
 - The department that is the prime custodian of the data
 - The frequency that system data is collected
 - The frequency that system data is updated
2. To make the catalog publicly available upon request
3. To post the catalog in a prominent location on the agency's website

Exception

If the public interest served by not disclosing the information described clearly outweighs the public interest served by disclosure, the local agency may instead provide a system name, brief title or identifier of the system.

Santa Margarita Water District Enterprise Systems Generated December 01, 2016

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Agendas and Minutes	Accela	Agenda and Minute Management platform	Agenda Management	Administration	Daily	Daily
Alert OC	Blackboard Connect	Emergency communications	Other	Information Technology	As Needed	As Needed
ArcGIS	Esri	Geographic Information Systems (GIS)	Geographic Information Systems	Information Technology	As Needed	As Needed
Cisco Unified Communications Manager	Cisco	Customer Relations communication and utility billing	Utility Billing	Customer Relations	Daily	Daily
CIS Infinity	Advanced Utility	Customer Billing, Meter Data, GMBA, Custom Information Systems, Land Management	Utility Billing	Customer Relations	Daily	Daily
Exchange Online	Microsoft	E-mail communications	Email System	Information Technology	Daily	Daily
EZ Content Manager	ACOM Solutions, Inc.	Document Management	Document Management	Information Technology	Daily	Daily
Munis	Tyler Technologies	Accounts Receivable, Financials, Cash Receipts, Payroll/Personnel, Purchasing Inventory, Asset Management	Financial System	Finance	Daily	Daily
Naviline/HTE	Sungard Public Sector	Customer Billing, Meter Data, GMBA, Custom Information Systems, Land Management	Customer Information System	Customer Relations	Daily	Daily

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Naviline/HTE	Sungard Public Sector	Accounts Receivable, Financials, Cash Receipts, Payroll/Personnel, Purchasing Inventory, Asset Management	Financial System	Finance	Daily	Daily
NeoGov	NeoGov	Applicant tracking	Human Resources	Human Resources	As Needed	As Needed
Online Biller	Infosend	Customer Payment Portal	Web Site	Customer Relations	Daily	Daily
QRep	Sungard Public Sector	Financials	Financial System	Finance	As Needed	As Needed
Sharepoint Online	Microsoft	User Collaboration	Web Site	Information Technology	Daily	Daily
Web hosting	A2Hosting	Web hosting	Web Site	Information Technology	Daily	Daily