



Senate Bill 272 Enterprise System Catalog

Enterprise System Catalog Senate Bill 272

Approved on October 11, 2015, 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:
 - o Current system vendor
 - o Current system product
 - o System's purpose
 - o A description of categories or types of data
 - o The department that is the prime custodian of the data
 - o The frequency that system data is collected
 - o 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.



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Information Technology

Vendor	Product	System Purpose	Categories, Layers, or Modules	Custodian	Frequency	Collected	Frequency Updated
Microsoft	Exchange 2010	Email System	Enterprise Electronic Mail	Information Technology	Daily	As Needed	
Tyler Technology	New World Systems	Financial System	Accounts Receivable	Finance Department	Daily	As Needed	
			Accounts Payable	Finance Department	Daily	As Needed	
			Payroll	Finance Department	Weekly	As Needed	
			Purchasing	Finance Department	Daily	As Needed	
			Fixed Assets	Finance Department	As Needed	As Needed	
			General Ledger Tracking	Finance Department	Daily	Daily	
			Cash Management	Finance Department	Daily	As Needed	
			Inventory Management	Finance Department	As Needed	As Needed	
HDL Companies	Business Licenses	Business License	Business Tracking	Finance Department	As Needed	As Needed	
	Sales Taxes	Sales Tax Database	Sales Tax Monitoring	Finance Department	Quarterly	Quarterly	
	Property Taxes	Property Tax Database	Property values and Taxes	Finance Department	Annually	Annually	
	Building Permitting	Building Permitting	Building Permit Processing and Inspection	Planning Department	Daily	As Needed	
Comcate	Comcate Code Enforcement	Code Enforcement	Code Enforcement Inspection	Planning Department	Daily	As Needed	
Laserfiche	Laserfiche	Document Management	Document Repository	City Clerk	As Needed	As Needed	
			Audit Trail	City Clerk	As Needed	As Needed	
			Online Portal	City Clerk	As Needed	As Needed	
Granicus	Civica	City Website	Content management for web posting/calendars/documents	City Staff/Information Technology	As Needed	As Needed	