

# 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.

# City of Arcata Enterprise Systems

Generated June 27, 2016

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
ArcGIS	ESRI	Geographic Information System	Geographic Information Systems	GIS/IT	Daily	As Needed
AutoCAD	AutoDesk	Computer Aided Design and Drafting	Engineering	Engineering/IT	As Needed	As Needed
Business Licenses	HDL	Business Licenses Management	Business License	Finance	As Needed	As Needed
CityofArcata.org - City public facing website	CivicPlus	Content Management Tool and Hosting for Website	Web Site	IT	Daily	Daily
Exchange	Microsoft	E-mail System	Email System	IT	Daily	Daily
MinuteTraq	Accela	Agenda management, live and archived streaming video for Council, Boards, and Commissions	Agenda Management	Clerk / IT	Weekly	As Needed
MSSQL	Microsoft	Database	Other	IT	Daily	As Needed
PubWorks	PubWorks	Asset and equipment inventory, road and systems work orders.	Asset Management	Streets & Utilities	Daily	Daily
RecTrac	Vermont Systems	Program and venue management software	Recreation Software	Recreation	Daily	Daily
RIMS	Sunridge Systems	Computer Aided Dispatch and records management	Public Safety	Police/IT	Daily	Daily
Shoretel	Shoretel	City-Wide phone system, voicemail and call routing	Other	IT	Daily	As Needed

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Springbrook	Accela	General Ledger-based collection of applications for maintenance of financial records, processing accounts payable, payroll, and cash receipts transactions.	Financial System	Finance	Daily	Daily
VMWare ESXi	VMWare	Bare-metal hyper-visor that installs directly on top of a physical server and partitions it into multiple virtual machines.	Virtual System	IT	As Needed	As Needed