

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

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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