

## **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:
- 2) Current system vendor
- 3) Current system product
- 4) System's purpose
- 5) A description of categories or types of data
- 6) The department that is the prime custodian of the data
- 7) The frequency that system data is collected
- 8) The frequency that system data is updated
- 9) To make the catalog publicly available upon request
- 10) 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.

**SAN ELIJO JOINT POWERS AUTHORITY****ENTERPRISE SYSTEM CATALOG****SB-272 The California Public Records Act: local agencies: inventory**

Vendor	Product	System Purpose	Categories, Layers or Modules	Custodian	Frequency	
					Collected	Updated
Abila	MIP Fund Accounting	Financial System	General Ledger Accounts Payable Purchase Order	Finance	Daily As Required As Required	Daily As Required As Required
Adobe	Reader Acrobat	Document reader Document Creator	Adobe Reader XI Adobe Acrobat IV	SEJPA SEJPA	Daily As Required	Daily As Required
Paychex	eservices	Financial System Human Resources	Payroll Personnel Maintenance Benefit Administration Position Control	Finance	Bi-Weekly As Required	Bi-Weekly As Required
Microsoft	Office	Financial Communications	Excel Word Powerpoint Publisher One Note Access	SEJPA	Daily Daily As Required As Required As Required As Required	Daily Daily As Required As Required As Required As Required
Microsoft	Exchange	email, organizational	email calendar tasks	SEJPA	Daily	Daily
BMC	Track It	Help Desk Tracking System	HW/SW Inventory Track/Manage/Submit Online Requests Knowledgebase Employee Self-Service	City of Encinitas IT	Daily	Daily

*Security , control, 911 dispatch, operational or emergency systems are not disclosed*