

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 San Luis Obispo Enterprise Systems Generated June 14, 2016

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
ActiveNet	The Active Network	Online payments, class registration	Recreation Software	Parks and Recreation	As Needed	As Needed
Applicant Tracking	NEOGOV	Online applicant system	Human Resources	Human Resources	As Needed	As Needed
ARCGIS ARCSDE	ESRI	Addresses and Sub-Addresses, Planning & Environmental Data, Land Records	Geographic Information Systems	GIS / Planning	As Needed	As Needed
Cartegraph	Cartegraph	Data Collection	Asset Management	Public Works	As Needed	As Needed
CIPACE	CIPPlanner	Planning and managing CIP projects	Financial System	Public Works	As Needed	As Needed
Cityworks	Azteca Systems	Maintenance management for city assets	Asset Management	Public Works	As Needed	As Needed
Exchange Server	Microsoft	Enterprise E-mail, Calendaring, Contacts	Email System	IT	As Needed	As Needed
FinancePlus	Sungard	Financial tracking, budgeting.	Financial System	Finance	As Needed	As Needed
HDL Prime Business License	HDL Companies	Business license tracking, renewal, payments	Business License	Finance	As Needed	As Needed
Intellitime	Intellitime Systems	Employee time tracking	Financial System	Finance	As Needed	As Needed
Laserfiche RIO	Laserfiche	Paperless document storage, management, public access to documents	Document Management	Administration	As Needed	As Needed
MinuteTraq	Accela	Agenda Management, Meeting Notes, Meeting Recordings	Agenda Management	Administration	As Needed	As Needed

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Shoretel Communicator	Shoretel	VOIP	Other	IT	As Needed	As Needed
Speedshift	InTime Solutions	Shift Scheduling PD	Public Safety	Police	As Needed	As Needed
Telestaff	KRONOS	Shift Scheduling, Fire	Public Safety	Fire	As Needed	As Needed
Unidesk	Unidesk	VDI management and application layering	Virtual System	IT	As Needed	As Needed
Veeam Backup and Replication	Veeam	Virtual infrastructure backup	Backup	IT	As Needed	As Needed
VSphere	VMWare	Virtualized server infrastructure	Virtual System	IT	As Needed	As Needed
Website	Vision Internet	City internet presence	Web Site	Administration	As Needed	As Needed