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 systems that collects, stores, exchanges and analyzes information that the agency uses that is both of the following:
- A multi-departmental systems or a system that contains information collected about the public.
- A system that serves 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 a 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 public interest served by disclosure, the local agency may instead provide a system name, brief title or identifier of the system.

Encina Enterprise System Catalog

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Vendor	Product	System Purpose	Categories, Layers, or Modules	Custodian	Frequency Collected	Frequency Updated
Microsoft	Exchange	Email System	Enterprise Electronic Mail	General Services	Daily	Daily
Tyler Technologies	Munis	Financial System	Accounts Receivable	Administration	Daily	Daily
			Accounts Payable	Administration	Daily	Daily
			Payroll	Administration	Daily	Daily
			Purchasing	Administration	Daily	Daily
			Fixed Assets	Administration	Daily	Daily
			General Ledger Tracking	Administration	Daily	Daily
			Cash Management	Administration	Daily	Daily
			Inventory Management	Administration	Daily	Daily
		Human Resources	Job/Pay Classification	Administration	Daily	Daily
			Personnel Maintenance	Administration	Daily	Daily
			Benefits Administration	Administration	Daily	Daily
			Position Control	Administration	Daily	Daily
		Work Orders	Work Orders	General Services	Daily	Daily
Laserfiche	Laserfiche	Document Management	Document Repository	General Services	Daily	Daily
SolarWinds	Helpdesk	Helpdesk Ticketing System	HW/SW Inventory	General Services	Daily	Daily
			Track/Manage/Submit Online requests	General Services	Daily	Daily
			Knowledgebase	General Services	Daily	Daily
			Employee Self Service	General Services	Daily	Daily
BrightSign	BrightSign	Digital Signage	Digital Signage	General Services	As Needed	As Needed
Joomla	Joomla	website	Content management for web posting/calendars/documents Web applications	General Services	As Needed	As Needed
Microsoft	SharePoint	Intranet	File sharing module	General Services	As Needed	As Needed
			Posting shared information for employees	General Services	As Needed	As Needed
Cisco	Call Log	Call log and reporting	Call Log	General Services	Daily	Daily
Cisco	Unity	Voicemail Management	Unity	General Services	Daily	Daily