Senate Bill 272 – Enterprise System Catalog

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; and
- A system that serves as an original source of data within an agency.

An Enterprise System does not include many 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; and
- The specific records that the information technology system collects, stores, exchanges or analyzes.

Requirements
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; and
- The frequency that system data is updated.

Vendor	Product	Purpose	Data Type	Primary Custodian	Data Collection Frequency	Data Collection Update
Central Square	Superion	Accounting Software	Financial, Human Resources, Payroll	Administrative Services	Daily	Daily
NeoGov	NeoGov	Recruitment Software	Recruitment Info	Administrative Services	As Needed	Daily
Bluebeam	Bluebeam	Plan Checking	Plans	Community Development	As Needed	As Needed
Progressive Solutions	Cashier Central	Cash Management	Centralized Cashiering	Administrative Service	Daily	Daily
Active Network	ActiveNet	Recreation Class Registration System	Classes, schedules, events,	Recreation Department	Daily	Daily
ECS Imaging	Laserfiche	Document Management	Document Imaging	City Clerk	As Needed	Daily
HDL	Business License	Business License Management	Business License Info	Community Development	As Needed	Daily
DataTicket	DataTicket	Parking Citations	Parking Ticket Info	Community Development	As Needed	As Needed

QuickBase	Project / Permit Tracking	Building & Parking Permits, Proj Mgt, Code Enforcement	Various Tracking Info	Community Development	As Needed	As Needed
CivicPlus	CivicPlus	Content Management for Web Posting	City Website	Management Services	As Needed	As Needed
Intermedia	Office 365	Email System	Enterprise Electronic Mail	Administrative Services	As Needed	As Needed
Pictometry	Pictometry	Aerials of City	GIS, Aerials	Community Development	As Needed	As Needed
Arbor Access	Arbor Access	Tree Management System	Tracks tree inventory	Recreation Department	Daily	Daily