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 Foster City Enterprise Systems Generated June 24, 2016

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
ArcGIS	ESRI	GIS	Geographic Information Systems	Information Technology	Daily	As Needed
AutoCAD	AutoDESK	Computer aided design and drafting	Engineering	Public Works	As Needed	As Needed
Backup Exec	Symantec	Tape Backup	Backup	Information Technology	Daily	As Needed
Barracuda Backup	Barracuda Networks	End user data file and system file backup system	Backup	Information Technology	Daily	Daily
Barracuda Message Archiver	Barracuda Networks	Email Archiving system	Data Storage	Information Technology	Daily	As Needed
BoardSync	BoardSync	Automate agenda management and on-demand streaming of meetings	Agenda Management	City Clerk	Daily	As Needed
CalendarizeIt	CalendarizeIt	Web based public calendar	Web Site	Information Technology	As Needed	As Needed
Cognos	IBM	Analytics and reporting	Other	Information Technology	Daily	As Needed
CommonSpot	PaperThin	Web content management platform	Web Site	Information Technology	Daily	As Needed

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Exchange	Microsoft	Email system	Email System	Information Technology	Daily	As Needed
FaceBook	FaceBook	Public Media	Social Media	City Clerk	Daily	As Needed
First on Scene	First on Scene, LLC	Fire Incident Reporting	Data Storage	Fire	Daily	As Needed
InfoSend	InfoSend	Utility Bill presentment and payment for customers	Utility Billing	Finance	Daily	As Needed
Intranet Connections	Intranet Connections	Intranet server	Web Site	Information Technology	Daily	As Needed
Mailchimp	Mailchimp	Email listserv	Email System	City Clerk	As Needed	As Needed
Mailman	Open Source	Email Listservs	Email System	Information Technology	As Needed	As Needed
Mapguide	Autodesk	GIS Layers include: Neighborhoods Parcels Addresses Election Precincts City Limits Emergency Management Hydrants Water System Wastewater System Developments/HOAs Land Use Zoning Medians Parks Street Lights Parking Restrictions Speed Limits Curb Ramps	Geographic Information Systems	Information Technology	As Needed	As Needed
Municipal Code Website	Code Publishing Inc.	City Municipal Codes	Web Site	City Clerk	Daily	As Needed
Naviline/HTE	Sunguard Public Sector	Accounts receivable, General Ledger, Cash receipts, Payroll/Personnel, Purchasing, Utility Billing	Financial System	Finance / Information Technology	Daily	As Needed

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Peak Democracy	Peak Democracy	Citizen Engagement	Other	City Clerk	As Needed	As Needed
RecTrak	Vermont Systems	Rec Classes and facility reservations	Recreation Software	Parks and Recreations	Daily	As Needed
SAGE	Sage	Fixed assets	Data Storage	Finance	As Needed	As Needed
SeeClickFix	SeeClickFix	Citizen Request Tracking	Social Media	City Clerk	Daily	As Needed
Sensus Logic / Customer Connect	Sensus	Water Meter Reading System / Customer Usage Reporting Portal	Utility Billing	Information Technology	Daily	As Needed
SharePoint	Microsoft	Document Management and Collaboration	Document Management	Information Technology	Daily	As Needed
ShoreTel	ShoreTel	City wide phone system, voicemail, and call routing	Other	Information Technology	Daily	As Needed
SIRE	Hyland	Agenda Management / Document Management	Document Management	City Clerk / Information Technology	Daily	As Needed
SQL	Microsoft	Database	Data Storage	Information Technology	Daily	As Needed
TRAKiT	Sunguard Public Sector	Permits, Code Enforcement, Business License	Permit System	CDD / Information Technology	Daily	As Needed
Twitter	Twitter	Social Media	Social Media	City Clerk	Daily	As Needed

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Web Help Desk	Solar Winds	Help Desk Ticket Tracking System	Other	Information Technology	Daily	As Needed