

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

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Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
ACOM	ACOM	Laser Printing	Financial System	IT/Finance	As Needed	As Needed
Acrobat Pro	Adobe	Converting and Editing PDF files	Other	IT	As Needed	As Needed
Acrobat Reader	Adobe	PDF viewing	Other	IT	As Needed	As Needed
Adobe Sign	Adobe	e-signatures	Document Management	IT	As Needed	As Needed
ArcGIS	ESRI	GIS	Geographic Information Systems	IT/Public Works	Daily	As Needed
AutoCAD	AutoDESK	Computer aided design and drafting	Engineering	Public Works	As Needed	As Needed
Barracuda Backup	Barracuda Networks	End user data file and system file backup system	Backup	IT	Daily	Daily
Barracuda Message Archiver	Barracuda Networks	Email Archiving system	Data Storage	IT	Daily	As Needed
Bluebeam Revu	Bluebeam	solution for intuitive PDF markup, editing and collaboration	Other	IT/Community Development	As Needed	As Needed
Calopps	Calopps	Job Posting and Applicant Tracking	Human Resources	Human Resources	Daily	As Needed
Camino	Camino	Permitting Guides	Permit System	CDD	Daily	As Needed
Cartegraph	Opengov	CMMS	Asset Management	PW/IT	Daily	Daily
City website	CivicPlus/Municode	Website Content Management, Email Listservs	Web Site	IT	Daily	As Needed
Cognos	IBM	Analytics and reporting	Other	IT/Finance	Daily	As Needed
CommandCentral Community	Motorola	Crime Mapping	Public Safety	PD	Daily	As Needed
Docusign	Docusign	e-signatures	Document Management	City Clerk/IT	As Needed	As Needed
Engagement HQ	Granicus	Community Engagement	Web Site	IT/Community Development	As Needed	As Needed

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Exchange	Microsoft	Email system	Email System	IT	Daily	As Needed
FaceBook	FaceBook	Public Media	Social Media	City Clerk	Daily	As Needed
FME Desktop and Flow	Safe Software	GIS Data ETL	Geographic Information Systems	IT	As Needed	As Needed
Freshservice	Freshworks	Helpdesk	Other	IT	Daily	Daily
Hootsuite	Hootsuite	Social Media scheduling	Social Media	Clerk	Daily	As Needed
Illustrator	Adobe	Graphic Design	Other	IT	As Needed	As Needed
InDesign	Adobe	Graphic Design	Other	IT	As Needed	As Needed
InfoSend	InfoSend	Utility Bill presentment and payment for customers	Utility Billing	Finance	Daily	As Needed
JotForm	JotForm	complex form creation	Other	IT	As Needed	As Needed
KnowBe4	KnowBe4	Security Awareness Training	Security	IT	As Needed	As Needed
Laserfiche Cloud	Cities Digital	Document Management	Document Management	City Clerk/IT	As Needed	As Needed
Mailchimp	Mailchimp	Email listserv	Email System	City Clerk	As Needed	As Needed
Municipal Code Website	Code Publishing Inc.	City Municipal Codes	Web Site	City Clerk	Daily	As Needed
Naviline/HTE	Superion	Accounts receivable, General Ledger, Cash receipts, Payroll/Personnel, Purchasing, Utility Billing	Financial System	Finance/IT	Daily	As Needed
Nearmap	Nearmap	Aerial photography subscription for GIS	Geographic Information Systems	IT	As Needed	As Needed
Office 365	Micorsoft	Word, Excel, Outlook, Power Point	Other	IT	As Needed	As Needed
OneMeeting/Primegov	RockSolid	Agenda Management	Agenda Management	City Clerk/IT	As Needed	As Needed
OpenGov Budgeting	OpenGov	Budgeting software	Financial System	Finance	As Needed	As Needed
Photoshop	Adobe	Graphic Design	Other	IT	As Needed	As Needed

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Photoshop Elements	Adobe	Graphic Design	Other	IT	As Needed	As Needed
Premiere	Adobe	Video Production	Other	IT	As Needed	As Needed
Primegov/Onemeeting	Rocksolid	Agenda/Video Management	Agenda Management	City Clerk/IT	Weekly	Weekly
RecTrak	Vermont Systems	Rec Classes and facility reservations	Recreation Software	Parks and Recreation	Daily	As Needed
SeeClickFix	SeeClickFix	Citizen Request Tracking	Social Media	Public Works	Daily	As Needed
Sensus Analytics/ Customer Connect	Sensus	Water Meter Reading System / Customer Usage Reporting Portal	Utility Billing	Finance/IT	Daily	As Needed
SharePoint	Microsoft	Document Management and Collaboration	Document Management	IT	Daily	As Needed
ShoreTel	ShoreTel	City wide phone system, voicemail, and call routing	Other	IT	Daily	As Needed
Smartsheet	Smartsheet	data visualization	Other	IT	As Needed	As Needed
SQL Server	Microsoft	Database	Data Storage	IT	Daily	As Needed
Stormwind Training	Stormwind	IT Training	Other	IT	As Needed	As Needed
Teams	Microsoft	chat/teleconferencing	Other	IT	Daily	Daily
TRAKiT	Superion	Permits, Code Enforcement, Business License	Permit System	Community Development	Daily	As Needed
Twitter	Twitter	Social Media	Social Media	City Clerk	Daily	As Needed
Zoom Meetings/Webinars	Zoom	Teleconferencing	Other	IT	As Needed	As Needed