

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 El Monte Enterprise Systems Generated May 12, 2016

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
ActiveNet	Active Network	Online payment, Parks & Rec class registration	Recreation Software	Parks & Recreation	Daily	Daily
ArchiveOne	BUSINESS INTELLIGENCE 101	Email archiving	Email System	Police	Daily	Daily
CallTrac	MTS IntegraTRAK Inc.	Telephone call accounting	Other	Information Technology	Daily	Daily
CashPro	Bank of America	Financial transaction	Financial System	Finance	Daily	Daily
EDEN	Tyler Technologies	Financial system	Financial System	Finance	Daily	Daily
Exchange 2013	Microsoft	Email system	Email System	Information Technology	Daily	Daily
Government Outreach	Accela	Citizen Relationship Management	Web Site	Information Technology	Daily	Daily
Granicus	Granicus	Web streaming for meetings	Web Site	City Clerk	As Needed	As Needed
InSight	NEOGOV	Applicant tracking	Human Resources	Human Resources	As Needed	As Needed
Laserfiche	Complete Paperless Solutions	Manage and store historical documents	Document Management	City Clerk	As Needed	As Needed
Prime	HDI	Business license management	Business License	Finance	Daily	Daily
RoadMatrix	STANTEC	Pavement management system	Engineering	Public Works	As Needed	As Needed

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
SPILLMAN	SPILLMAN TECHNOLOGIES INC.	CAD/RMS SYSTEM	Public Safety	POLICE	As Needed	As Needed
Workforce Central®	KRONOS	Time keeping	Other	Human Resources	Daily	Daily