



# SB 272 Compliance

## Disclosure of Enterprise System Information Pursuant to SB 272 / Government Code 6270.5

The Enterprise System Catalog Table Is Located on the Following Page (Updated June 29, 2016).

*Approved on October 11, 2015, SB 272 adds a section to the California Public Records Act requiring state and most local government agencies to create a Catalog of Enterprise Systems by July 1, 2016, with annual updates.*

### Enterprise System Definition

An Enterprise System, as defined by Senate Bill 272, is a software application or computer system that collects, stores, exchanges, and analyzes information an 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 a “system of record” or 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 pursuant to Government Code 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.

# CATALOG OF ENTERPRISE SYSTEMS

## SB 272 Compliance

### California Public Records Act, Local Agencies Inventory

VENDOR	PRODUCT	PURPOSE	CATEGORIES/TYPES OF DATA	CUSTODIAN	FREQUENCY	
					COLLECTION	UPDATE
Rauch Comm. Consult.	District Website	Website Management	Website content, conservation info, documents for posting	Administrative Analyst	As Needed	As Needed
Tokay Software	Tokay Software	Backflow Management	Backflow devices & test results	Customer Service/Water Operations	As Needed	As Needed
ESRI	ArcGIS	Asset Mapping	Asset Data	Administrative Analyst	As Needed	As Needed
Sensus	Field Logic	Meter Reading	Water Meter Reading Data	Water Operations/ Customer Service	Monthly	Monthly
Sensus	FlexNet/ AutoRead	Meter Reading/ Leak Detection	Meter Reading & Leak Detection Data	Administrative Analyst/ Customer Service	Monthly/ As Needed	Monthly/ As Needed
Xerox, Inc.	PACE	Accounting Software	Accounting	Accounting Dept.	Daily	Daily
ECS Imaging, Inc.	Laserfiche	Document Management	Record Retention	All Departments	As Needed	As Needed
Microsoft, Inc.	Microsoft Office	Spreadsheets, Correspondence, E-mails, Calendars	Forms/Documents	All Departments	Daily	Daily
Site5.com	Backstage	E-mail Server	Mail Server	Administrative Analyst	As Needed	As Needed
Hightail	Hightail	Document Management	Large Document Storage/As-Built	Administrative Analyst	As Needed	As Needed

Updated 6/29/2016