

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 Hanford Enterprise Systems Generated June 16, 2016

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Accela Legislative Management	Accela	City Council and Commission Meeting Management	Agenda Management	City Clerk	As Needed	As Needed
ActiveNet	Active Networks	Recreation Software	Recreation Software	Recreation	Daily	Daily
Applicant Tracking	Neogov	Online applicant system	Human Resources	Human Resources	As Needed	As Needed
ArcGIS	ESRI	Addresses and sub-addresses, Street/ROW Assets, Park Assets, Fire Assets, Land Records, Engineering Drawings	Geographic Information Systems	Planning/Engineering	As Needed	As Needed
Civica Website	Civica Systems	Content management for web posting/calendars/documents	Web Site	Information Technology	As Needed	As Needed
Collective Fleet	Collective Data	Fleet vehicle service tracking	Other	Fleet Services	Daily	Daily
Community Plus	Sungard Pentamation	Utility Billing, Business License, Accounts Receivable	Utility Billing	Finance Department	Daily	Daily
Exchange	Microsoft	Enterprise Electronic Mail	Email System	Information Technology	Daily	Daily
Finance Plus	Sungard Pentamation	Accounts Payable, Payroll, Purchasing, Fixed Assets, Budgeting, Cash Management, Job/Pay Classification, Personnel Maintenance, Benefits Administration, Position Control	Financial System	Finance Department	Daily	Daily

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
FireRMS	Zoll Data Systems	Fire Department Incident Reporting	Public Safety	Fire Department	Daily	Daily
Fuelmaster	Syntech	Airport fuel sales managment	Other	Public Works	Daily	As Needed
GMS Loans	GMS	Revolving Loan Servicing Software	Financial System	Community Development Department/Finance Department	As Needed	As Needed
IAPro	CI Technologies Inc.	Internal Affairs Tracking/Documenting	Public Safety	Police Department	As Needed	As Needed
KACE	Dell	Helpdesk ticketing system, HW/SW Inventory, Knowledgebase, Employee Self Service	Other	Information Technology	Daily	Daily
Laserfiche	Laserfiche	Document Repository	Document Management	City Clerk	As Needed	As Needed
PetroVend Phoenix	OPW Systems	Fleet fuel management and delivery	Other	Fleet Services	As Needed	As Needed
StreetSaver	MTC	Pavement Management System	Engineering	Public Works	As Needed	As Needed
TRAKiT	Sungard Public Sector	Permitting, Inspections, Code Enforcement, Planning	Permit System	Information Technology	Daily	Daily
Zonar Telematics	Zonar Systems	Vehicle inspections, tracking	Other	Fleet Services	Daily	As Needed