

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.

South Tahoe Public Utility District Enterprise Systems Generated March 25, 2019

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Access	Microsft	Store drinking water well production	Data Storage	Lab Director	Daily	Monthly
ArcGIS / ArcSDE	Esri	Graphic Information Systems	Engineering	GIS Technician	As Needed	As Needed
AutoRead	Sensus	Water Meter Management	Other	Customer Service/Inspections	Quarterly	Quarterly
CMMS Program	Maintenance Connection	Work order and site information, data collection used by all District field crews	Asset Management	Asset Management Technician	Weekly	As Needed
Excel	Microsoft Office	Customer Service	Customer Information System	Clerk of the Board	As Needed	As Needed
Exchange	Microsoft	Email Client	Email System	Information Technology	Daily	As Needed
Fleet Anywhere/Asset Solutions	Asset Solutions	Heavy Maintenance Operations	Other	Heavy Maintenance	As Needed	As Needed
IFAS	SunGard	Financial Management	Financial System	Finance	As Needed	As Needed
InfoSend	InfoSend	Utility Billing and Customer Payments	Utility Billing	Finance	Daily	As Needed
Labworks LIMS	Labworks, LLC	Laboratory Information Management System - store sampling and test results	Data Storage	Lab Director	Daily	Daily

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Laserfiche	ECS	Document Retention and Management	Document Management	Information Technology, Clerk, Engineering, Fiscal Services	As Needed	As Needed
Maintenance Management Software	Maintenance Management	Facilities Work Order System	Other	Finance	As Needed	As Needed
Mitel	Mitel	District-Wide Phone System	Other	Information Technology	Daily	Daily
Neogov	Neogov	Employment Recruitment	Human Resources	Human Resources Director	As Needed	As Needed
New World	Tyler	Financial Management, Enterprise Resource Planning	Financial System	Finance, Accounting	Daily	Daily
Paradox	Borland	Store drinking water well production	Data Storage	Lab Director	Daily	Monthly
PlanetBids, Inc.	PlanetBids, Inc.	Online Bid Distribution Software	Other	Engineering	As Needed	As Needed
RemitPlus	Jack Henry	Bulk Check Processing	Financial System	Finance	Daily	Daily
RemitPlus	Pro fitStars	Remittance Processing	Utility Billing	Customer Service	Daily	Daily
Springbrook	Accela	Utility Billing	Customer Information System	Customer Service	Daily	Daily
Summation - 360 Integrated Voice Response (IVR) Payments	Paymentus	Utility bill account information and payment via telephone and online	Utility Billing	Finance	As Needed	As Needed

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Tokay Navigator	Tokay Software	Cross Connection Management	Data Storage	Inspections	Daily	Daily
VMWare	VMWare	Virtualization of Server Infrastructure	Virtual System	Information Technology	As Needed	As Needed
Word Press	GoDaddy	Website	Web Site	Information Technology	As Needed	As Needed
Workforce Now	ADP	Human Resources, Benefits Management, Payroll and Timekeeping	Financial System	Human Resources, Finance	As Needed	As Needed