

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.

San Ramon Valley Fire Protection District Enterprise Systems

Vendor	Product	System Purpose	Categories, Layers, or Modules	Custodian	Frequency	
					Collected	Updated
ADP	Workforce Now	Human Resources	Payroll Administration	Human Resources Division	Daily	Daily
			Job/Pay Classifications	Human Resources Division	Daily	Daily
			Personnel Maintenance	Human Resources Division	Daily	Daily
Bluebeam	Revu	PDF Markup and Editing	Electronic Plan Review	Fire and Life Safety Division	Daily	Daily
Egnyte	Secure Collaboration	Document Collaboration	Electronic Plan Review	Fire and Life Safety Division	Daily	Daily
ESRI	ArcGIS Suite ArcGIS Online	Geographic Information System (GIS)	Addresses	Technology Division	As needed	As needed
			Businesses	Technology Division	As needed	As needed
			Parcel Layer	Technology Division	As needed	As needed
			Aerial Photo Layer	Technology Division	As needed	As needed
			Street Centerline	Technology Division	As needed	As needed
			Fire Assets	Technology Division	As needed	As needed
			Land Records	Technology Division	As needed	As needed
First OnScene	OnScene Prevention	Plan Review	Occupancy Records	Fire and Life Safety Division	Daily	Daily
			Plan Review	Fire and Life Safety Division	Daily	Daily
			Annual Inspections	Fire and Life Safety Division	Daily	Daily
			Exterior Hazard Abatement	Fire and Life Safety Division	Daily	Daily
			Permits	Fire and Life Safety Division	Daily	Daily
			Invoicing	Fire and Life Safety Division	Daily	Daily
			Document Tracking	Fire and Life Safety Division	Daily	Daily
Government Jobs/Neogov	Applicant Tracking	Online Applicant System	Applicant Tracking	Human Resources Division	As needed	As needed
Granicus	Content Management System	Website - Firedepartment.org	Web posting	Technology Division	As needed	As needed
			Calendars	Technology Division	As needed	As needed
			Documents	Technology Division	As needed	As needed
			Form submittal	Technology Division	As needed	As needed
Granicus	Content Management System	Intranet	File sharing module		As needed	As needed
			Posting Shared Information for Employees		As needed	As needed
Microsoft	Exchange	Email System	Enterprise Electronic Mail	Technology Division	Daily	Daily
Questys	CMx	Document Management	Document Repository	Technology Division	As needed	As needed
			Audit Trail	Technology Division	As needed	As needed
Sage	MIP	Financial System	Accts Receivable	Finance Division	Daily	Daily
			Accounts Payable	Finance Division	Daily	Daily
			Purchasing	Finance Division	Daily	Daily
			General Ledger Tracking	Finance Division	Daily	Daily
			Cash Management	Finance Division	Daily	Daily
Facebook Instagram Twitter	Social Media	Public outreach	Social Media	Technology Division	As needed	As needed
Target Solutions	Training Module CrewSense	Workforce Training Workforce Management	Online Training	Training Division	As needed	As needed
			Timekeeping/Scheduling	Technology Division	Daily	Daily
Wufoo	Online Form Builder	Online submittals	Track Submitted Requests	Technology Division	As needed	As needed
			Manage/Fulfill requests	Technology Division	As needed	As needed