



# 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 22, 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.

**Novato Sanitary District**  
**Catalog of Enterprise Systems**  
Pursuant to Government Code 6270.5

<u>Vendor</u>	<u>Product</u>	<u>Purpose</u>	<u>Description of Data</u>	<u>Department/ Custodian</u>	<u>Frequency Collected</u>	<u>Frequency Updated</u>
<b>Autodesk</b>	AutoCAD	Computer-aided design/drafting program	CAD drawings, infrastructure maps	Engineering	As needed	As needed
<b>Ecofile</b>	Laserfiche	Document management	Electronic data storage of projects, plans, permits, archives	Administration	As needed	As needed
<b>Ecofile</b>	Laserfiche Forms	Permitting system	Sewer permits.	Engineering	As permits issued	As needed
<b>ESRI</b>	ArcMap	Electronic Maps	GIS maps	Engineering / Information Technology	As needed	As needed
<b>Intuit</b>	QuickBooks	Accounting software	Financial Reporting; A/P; A/R; Payroll	Finance	Daily	Daily
<b>Microsoft</b>	Office 365	E-mail software	E-mail	Information Technology	Daily	Daily
<b>Microsoft</b>	Microsoft Office	General documentation	Word processing, Excel spreadsheets, PowerPoint presentations	All departments	Daily	Daily
<b>Microsoft / In-house</b>	Access	Sewer service charge database	Annual sewer service charge information	Information Technology	Annually	Annually
<b>ParcelQuest</b>	ParcelQuest 4.2	Parcel data	Real estate database and parcel map program.	Engineering / Information Technology	Semi-annually	Semi-annually
<b>Redzone Robotics</b>	ICOM3	Computerized maintenance management information system	District's sewer collection system, including maintenance operations and inspection history	Collections / Information Technology	Daily	Daily
<b>Redzone Robotics</b>	PicAx	View and record condition of sewer lines.	Perform visual condition assessment of sewer lines.	Collections / Information Technology	Daily	Monthly