

## Senate Bill 272 (SB 272)

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

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.

### Enterprise System Catalog

Updated June 27, 2018. Two Microsoft programs were added: Microsoft Project for project management, and Microsoft Visio for process mapping.

**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>
Autodesk	AutoCAD	Computer-aided design/drafting program	CAD drawings, infrastructure maps	Engineering	As needed	As needed
Cities Digital, Inc.	Laserfiche	Document management	Electronic data storage of projects, plans, permits, archives	Administration	As needed	As needed
Cities Digital, Inc.	Laserfiche Forms	Permitting system	Sewer permits.	Engineering	As permits issued	As needed
ESRI	ArcMap	Electronic Maps	GIS maps	Engineering/Information Technology	As needed	As needed
Intuit	QuickBooks	Accounting software	Financial Reporting; A/P; A/R; Payroll	Finance	Daily	Daily
Microsoft	Office 365	E-mail software	E-mail	Information Technology	Daily	Daily
Microsoft	Microsoft Office	General documentation	Word processing, Excel spreadsheets, PowerPoint presentations	All departments	Daily	Daily
Microsoft	Project	Project Management	Capital Improvement Project Planning and Management	Administration / Engineering	As Needed	As Needed
Microsoft	Visio	Process Mapping	Interdepartment process mapping	All	As Needed	As Needed
Microsoft/In-house	Access	Sewer service charge database	Annual sewer service charge information	Information Technology	Annually	Annually
ParcelQuest	ParcelQuest 4.2	Parcel data	Real estate database and parcel map program.	Engineering/Information Technology	Semiannually	Semiannually
Redzone Robotics	ICOM3	Computerized maintenance management information system	District's sewer collection system, including maintenance operations and inspection history	Collections/Information Technology	Daily	Daily
Redzone Robotics	PicAx	View and record condition of sewer lines.	Perform visual condition assessment of sewer lines.	Collections/Information Technology	Daily	Monthly