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 Carmel-by-the-Sea Enterprise Systems Generated June 27, 2016

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Flipster	Flipster	Online magazines	Asset Management	Lib	Daily	Daily
Hoopla	Hoopla Digital	Online movies, music and ebooks	Asset Management	Library	Daily	Daily
iWorQ	iWorQ Systems	Building permits, planning permits, encroachment permits, code enforcement, parcel tracking.	Permit System	Community Planning and Building	Daily	Daily
Koha	Bywater Solutions	Integrated Library System	Asset Management	Library	Daily	Daily
Multiple Operations Management	MOMSoftware	Financial Accounting, Fund Management, A/P	Financial System	Administration	As Needed	As Needed
Mura	Blue River	Public website software	Web Site	Administration	As Needed	As Needed
Overdrive	OverDrive Inc.	Online audio books and ebooks	Asset Management	Library	Daily	Daily
PC Reservation	Envisionware	Public computer tracking	Asset Management	Library	Daily	Daily
Self-Check	3M	Self check out	Asset Management	Library	Daily	Daily

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
TracNet	TracNet	Police computer aided dispatch, records management, field reporting, jail, property and evidence, and crime analysis systems.	Public Safety	Police Department	Daily	Daily