

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 Banning Enterprise Systems

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Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
GIS	Nobel Systems, Reavis Code & ESRI	Geographic Information Systems	Geographic Information Systems	Information Technology Division	As Needed	As Needed
Naviline	CentralSquare	Utilities, Financials, Permits, Payroll, Human Resources	Finance, Permit, Billing	Information Technology Division	Daily	Daily
Microsoft 365	Microsoft	Email, Calendaring, Contacts, Word Processing, Spreadsheets	Email System	Information Technology Division	Daily	Daily
ShorTel	Business Telecom Systems	Phone System	Other	Information Technology Division	As Needed	As Needed
Laserfiche Cloud	ECS Imaging	Document Imaging	Database Management	Information Technology Division	Daily	Daily
RIMS - Records information Management System	Sunridge Systems	CAD/RMS	Database Management	Information Technology Division	Daily	Daily