

# 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 San Leandro Enterprise Systems Generated July 31, 2017

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Accela	Accela, Inc	Land management system (permitting, planning)	Permit System	Community Development	Daily	Daily
ACTIVENet	Active Network, LLC	Recreation class management system	Recreation Software	Recreation & Human Services Department	As Needed	As Needed
ArcGIS	ESRI	Geographic Information System (GIS)	Geographic Information Systems	Information Technology Division	As Needed	As Needed
Eden	Tyler Technologies	Enterprise resource planning (ERP) system	Financial System	Finance Department	Daily	Daily
HdL Prime	HdL Companies	Business License Software	Business License	Finance Department	As Needed	As Needed
Laserfiche	Laserfiche	Enterprise Content Management	Document Management	Information Technology Division	As Needed	As Needed
Legistar	Granicus	Agenda Management System	Agenda Management	Information Technology Division	As Needed	As Needed
MaintenanceEdge / Mobile 311	Dude Solutions	Computerized Maintenance Management System / Work Order System	Customer Information System	Public Works Department	Daily	Daily
Office 365	Microsoft	Electronic Mail, productivity suite	Email System	Information Technology Division	Daily	Daily

<b>Product</b>	<b>Vendor</b>	<b>Purpose</b>	<b>Data Category</b>	<b>Custodian</b>	<b>Collection frequency</b>	<b>Update frequency</b>
The EnvisionWare Suite	EnvisionWare, Inc.	PC and printing reservations (usage) and management in public libraries	Customer Information System	Library Department	As Needed	As Needed