

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 Napa Enterprise Systems Generated November 13, 2019

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Active.net	Active Network, LLC	Recreation class and facilities scheduling	Recreation Software	Parks & Recreation	Daily	Daily
ArcGIS	ESRI	Mapping and Planning Software	Geographic Information Systems	Information Technology	As Needed	As Needed
Business License	City of Napa	Business License	Business License	Finance	Daily	Daily
Exchange Online	Microsoft	Email	Email System	Information Technology	Daily	Daily
Legistar	Legistar	Agenda Management	Agenda Management	City Clerk	Weekly	Weekly
IFAS	Sungard	Finance, Accounting, HR System	Financial System	Finance	Daily	Daily
IFAS	Sungard	Human Resources	Human Resources	Human Resources	Daily	Daily
Lucity	Lucity	Asset Management	Asset Management	Public Works	Daily	Daily
Laserfiche	Laserfiche	Document Management	Document Management	City Clerk	Daily	Daily
Trackit	Central Square	Code Enforcement	Code Enforcement	Community Development	Daily	Daily
Trackit	Central Square	Permitting, planning, building & engineering	Permit System	Community Development	Daily	Daily
Utility Billing	City of Napa	Utility Billing for water	Utility Billing	Finance	Daily	Daily