

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.

San Luis Obispo County
Integrated Waste Management Authority (IWMA)
Enterprise System Catalog

Vendor/Product	System Purpose	Categories, Layers or Modules	Custodian	Frequency of Collection/Update
Intuit, Quickbooks	Finance system	Invoicing	San Luis Obispo County Integrated Waste Management Authority	As needed
Microsoft, Outlook	Email system	Enterprise Electronic Mail	San Luis Obispo County Integrated Waste Management Authority	As needed
Cisco, Anyconnect Secure Mobility Client	Connect to the County's financial system through this internet portal	None	San Luis Obispo County Integrated Waste Management Authority	As needed
Systems, Applications & Products in Data Processing (SAP)	County's financial system software used to pay bills, deposit funds, and journal entries. It is also used to monitor and track budget, and prepare reports for IWMA operations	Budget, payments, deposits, vendors, journal entries	San Luis Obispo County Integrated Waste Management Authority	As needed
Salesforce	Document site visits	Tracking recycling at businesses	San Luis Obispo County Integrated Waste Management Authority	As needed