

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 Murrieta Enterprise Systems Generated May 19, 2016

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Agenda Plus	Hyland	Agenda management	Agenda Management	City Clerk	Daily	Daily
Applicant Tracking	Neogov	Online applicant system	Human Resources	Human Resources	As Needed	As Needed
ArcGIS / ArcSDE	Environmental Systems Research Institute (ESRI)	Mapping of Addressing, Businesses, Public Works Data, Land Management Data, and various City assets	Geographic Information Systems	Information Technology	As Needed	As Needed
Automated Materials Handling	3M/Bibliotheca	Check-in and sort returned library items	Other	Library	Daily	Daily
Book Self-Check	3M/Bibliotheca	Checks books in and out for patrons	Other	Library Department	Daily	Daily
CashPro Online	Bank of America	Retrieve deposit information and other payment related details	Financial System	Finance Department	As Needed	As Needed
CLASS	ActiveNetwork	Online recreation class registration, payments, and acceptance and tracking of various facility reservations	Recreation Software	Parks and Recreation	Daily	Daily
Community Development Partner (CDP)	Cartegraph	Building permit, plan-check, and inspection system	Permit System	Development Services Department	Daily	Daily

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Customer Relationship Management (CRM)	City by App	Manage and analyze customer interactions and data	Customer Information System	All Departments	As Needed	As Needed
Data Ticket	Dataticket.com	Retrieve reports and ticket citation information	Financial System	Finance Department	Daily	Daily
Envisionware	Envisionware	Computer reservations and printing cost management system for patrons	Other	Library Department	Daily	Daily
Exchange	Microsoft	Citywide e-mail system	Email System	Information Technology	Daily	Daily
Foreclosure Website	Site Creators	Mapping foreclosure addresses along with Code Enforcement's interactions with the property owners	Geographic Information Systems	Police Department	Monthly	Daily
HDL Prime	HDL Companies	Issue and track business licenses	Business License	Finance Department	Daily	Daily
HDL Sales	HDL Companies	Sales Tax Information	Other	Finance Department	As Needed	As Needed
H/R Benefits	SunGard	Manage employees and benefits	Human Resources	Human Resources	As Needed	As Needed
Insight Investments	Insight Investments	Investment management and tracking	Web Site	Finance Department	As Needed	As Needed
Integrated Library System	Polaris	Library card database, collection inventory and catalog records, method for checking in and out library material	Other	Library	Daily	Daily

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Intergrated Financial Accounting Systems (IFAS)	SunGard/Fidelity Information Services	Accounts Receivable, Accounts Payable, Payroll, Purchasing, Fixed Assets, General Ledger, Cash Management, and Employee and Timecard Online	Financial System	Finance Department	Daily	Daily
Intergrated Financial Accounting Systems (IFAS)	SunGard/Fidelity Information Services	Job/Pay Classification, Personnel Maintenance, Benefits Administration, and Position Control	Human Resources	Human Resources	As Needed	As Needed
Internet Website	Granicus	Posting of public information, alerts, and events	Web Site	All Departments	As Needed	As Needed
NetFile	NetFile	Campaign Disclosure Forms and Statements of Economic Interests for local California governments	Document Management	City Clerk	Annually	Annually
OnBase	Hyland	Archiving of City documents and official records	Document Management	All Departments	Daily	Daily
OnBase	Hyland	Legislative Management, City Council, Planning Commission, and Oversight Board	Other	City Clerk	As Needed	As Needed
Project Management	Smartsheet	Track citywide projects and activities	Other	All Departments	Daily	Daily
Public Records (FOIA)	GovQA	Tracking and Processing Software	Document Management	City Clerk	Daily	Daily
RealQuest	CoreLogic	Property and ownership search engine	Geographic Information Systems	Information Technology	As Needed	As Needed

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
SharePoint	Microsoft	Intranet website for posting forms, policies, spreadsheets, documents, file sharing, and collaborating	Web Site	Information Technology	As Needed	As Needed
SQL	Microsoft	Backend database server format	Other	Information Technology	Daily	Daily
Telestaff	Kronos	Timekeeping, scheduling and notification	Public Safety	Public Safety Departments	Daily	Daily
Track-It	BMC Software	Ticketing/help desk system for information technology related requests	Other	Information Technology	Daily	Daily
Volunteer Software	Samaritan Technologies	Recruit, register, and on-board your volunteers	Other	Administration Department	As Needed	As Needed