

# 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 Los Altos Enterprise Systems Generated June 30, 2016

<b>Product</b>	<b>Vendor</b>	<b>Purpose</b>	<b>Data Category</b>	<b>Custodian</b>	<b>Collection frequency</b>	<b>Update frequency</b>
Applicant Tracking	Hire By 5	Applicant tracking system	Human Resources	Human Resources	As Needed	As Needed
Barracuda Message Archiver	Barracuda	Email archive	Email System	Information Technology	Daily	Daily
Community Development Partner	Cartegraph	Permits, inspections, fees, administration	Permit System	Community Development	Daily	Daily
Constant Contact	Constant Contact	Email marketing system	Email System	Recreation and Community Services	As Needed	As Needed
Drupal	Municode	City website	Web Site	Information Technology	As Needed	Daily
eDisclosure	SouthTech Systems	Electronic Conflict of Interest Statement (Form 700) filing	Document Management	City Clerk	Annually	Annually
Google My Business	Google	Virtual tour of recreation facilities	Social Media	Recreation and Community Services	Daily	Daily
Granicus	Granicus	Webcasting and agenda management	Agenda Management	City Clerk	As Needed	As Needed
iCentral	Rain Master Irrigation Systems	Management of irrigation at park sites	Other	Maintenance Service Center	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>
IFAS	Sungard (Fidelity National Information Services Inc. )	Financial system for: accounts payable, budget, cash receipts, general ledger, and purchasing	Financial System	Finance	Daily	Daily
iParq	iParq	Parking permit and citation management	Permit System	Economic Development	As Needed	As Needed
MapGuide	Autodesk	GIS	Geographic Information Systems	Public Works	Quarterly	Quarterly
Mitel	Mitel	City-wide phone system	Other	Information Technology	Daily	Daily
Municode	Municode	Online municipal code hosting	Document Management	Administrative Services	As Needed	As Needed
Office 365	Microsoft	Email	Email System	Information Technology	Daily	Daily
Open Budget	Socrata	Public portal for accessing City's financial data	Financial System	Administrative Services	As Needed	As Needed
Open Town Hall	Peak Democracy	Online public forums	Web Site	City Clerk	Daily	Daily
Opra	PPS Inc.	Work order management for Maintenance and Service Center	Other	Maintenance Service Center	Daily	Daily
Phanfare	Phanfare	SaaS based storage for multi-media	Data Storage	Recreation and Community Services	As Needed	As Needed

<b>Product</b>	<b>Vendor</b>	<b>Purpose</b>	<b>Data Category</b>	<b>Custodian</b>	<b>Collection frequency</b>	<b>Update frequency</b>
QuickServe Suite	Progressive Solutions, Inc	Business licensing management	Business License	Finance	Daily	Daily
RecTrac	Vermont Systems	Recreation class and facilities scheduling	Recreation Software	Recreation and Community Services	Daily	Daily
Volgistics	Volgistics	Volunteer management, including scheduling and reporting	Recreation Software	Recreation and Community Services	Daily	Daily
WebExtender	Laserfiche	Records management for building division	Document Management	Building	As Needed	As Needed
Web Help Desk	Solarwinds	Help desk ticketing system	Other	Information Technology	As Needed	As Needed
WhenToWork	WhenToWork	Employee scheduling and timekeeping for part-time workers	Financial System	Recreation and Community Services	Daily	Daily
Workforce Now	ADP	HR and benefits management	Human Resources	Human Resources	As Needed	As Needed
Workforce Now	ADP	Payroll and timekeeping	Financial System	Finance	Daily	Daily