

# 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 Pacifica Enterprise Systems Generated August 22, 2022

Product	Vendor	Purpose	Data Category	Custodian	Collect ion frequency	Updat e frequency
Active.net	The Active Network Inc	Recreation class and facilities scheduling	Recreation Software	PB&R	Daily	Daily
CalOpps	CalOpps.org	Online Applicant System	Human Resources software	Human Resources	As Needed	As Needed
Constant Contact	Constant Contact	Newsletter subscription service, push news out to residents who are enrolled	Newsletter software	City Manager	As Needed	As needed
GEMS FMS	Harris Computer	Governmental Accounting, Budgeting	Financial System	Finance	Daily	Daily
GEMS HRMS	Harris Computer	Payroll Processing, Human Resources Recordkeeping	Human Resources System	Finance / HR	Daily	Daily
GreenVue	CSG Consultants	Planning permits	Planning software	Planning	Daily	Daily
HDL Business License System	HDL	Business Tax, Licensing, Reporting	Business License	Finance	Daily	Daily
IQM2 MinuteTraq	Granicus	Meeting Agenda and Minutes Creation, Agenda Distribution and Noticing, Agenda Hosting	Agenda Management	City Clerk	As Needed	As Needed
Laserfiche	Laserfiche	Document Management	Document Management	All Departments	Daily	Daily

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Microsoft Exchange	Microsoft	Electronic Mail	Email System	IT	Daily	Daily
Microsoft SQL Server	Microsoft	Backend Database Server	Database	IT	Daily	Daily
Microsoft Office Suite	Microsoft	Word Processing, Spreadsheets, Databases, E-Mail, Presentations, Desktop Publishing, Note Taking	Other	Various	Daily	Daily
ProcureNow	ProcureNow	Procurement System	Purchasing	Various	As Needed	As Needed
Vision CMS	Granicus	Posting of public information, alerts, and events	Web Site	All Departments	As Needed	As Needed