

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 Palmdale Enterprise Systems Generated May 19, 2016

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Activity Registration	ActiveNet	Registration for recreation activities	Recreation Software	Recreation and Culture	Daily	Daily
Agenda Management	Granicus	Posting of public meeting agendas and minutes	Agenda Management	City Clerk	Daily	Monthly
ArcGIS	ArcGIS	GIS	Geographic Information Systems	Public Works	Quarterly	Quarterly
AutoDesk	Autodesk Inc.	2D / 3D design and engineering	Engineering	Public Works	As Needed	As Needed
Blackboard Connect	Blackboard Connect Inc.	Community notification	Other	Communications	As Needed	As Needed
Cameleon ITS	360 Surveillance, Inc.	Surveillance	Other	Public Works	As Needed	As Needed
CitiTech	CitiTech Systems, Inc.	Maintenance work-order management	Other	Public Works	Daily	Daily
City Calendar	In-House	Calendar	Other	Communications	As Needed	As Needed
City Law	Cycom	Legal case database	Other	City Attorney	Daily	Daily
Donations	PayPal	Donations	Other	Finance	As Needed	As Needed
Email Marketing	ConstantContact	Newsletters	Email System	Communications	As Needed	As Needed

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Envisionware	Envisionware	Time and print management for library computers	Other	Recreation and Culture	Daily	Daily
Event Ticketing	Vendini	Ticket purchases for city events, venue website hosting	Recreation Software	Recreation and Culture	As Needed	As Needed
Facebook	Facebook	Facebook	Social Media	Communications	As Needed	Daily
Finance System	Munis	Financial Management	Financial System	Finance	Daily	Daily
HRMS	NeoGov	Human Resources Management	Human Resources	Human Resources	As Needed	As Needed
Instagram	Instagram	Instagram	Social Media	Communications	As Needed	Daily
LicenseTrack	Progressive Solutions, Inc.	Business License	Business License	Community Development	Daily	Daily
Millennium	Millennium	Archived library patron database	Customer Information System	Recreation and Culture	As Needed	As Needed
MyWaste	Municipal Media Inc.	Information and reporting mobile app in partnership with waste management	Other	Public Works	Daily	As Needed
Nextdoor	Nextdoor	Private social network for neighborhoods	Social Media	Communications	As Needed	As Needed
PermitsPlus	Accela	Permitting	Permit System	Community Development	Daily	Daily
Phoenix Citation Management	Phoenix Group	Parking citation management	Code Enforcement	Neighborhood Services	Daily	Daily
PlanetBids	PlanetBids	Bid management	Other	Finance	As Needed	As Needed

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Polaris	Polaris	Library patron database	Customer Information System	Recreation and Culture	Daily	Daily
ProjectDox	Avolve Software	Electronic plan submission and review	Document Management	Public Works	Daily	Daily
RMConsole	Infovision	Records management	Document Management	City Clerk	Daily	Daily
SAN	SolidFire	Data Storage	Data Storage	Information Services	Daily	Daily
Sox Box	Sox Box Software LLC	SAVES customer information	Customer Information System	Neighborhood Services	Daily	Daily
Surveillance	Video Insight		Public Safety	Public Safety	Daily	Daily
Survey Management	SurveyMonkey	Create and manage surveys to the public and internally	Other	Information Services	As Needed	As Needed
Time Clocks	TimeClock Plus	Time clocks	Human Resources	Information Services	Daily	Daily
Track-It!	BMC Software, Inc.	Help Desk	Other	Information Services	Daily	Daily
Transperity	McCain, Inc	Traffic Management	Other	Public Works	Daily	Daily
Twitter	Twitter	Twitter	Social Media	Communications	Daily	Daily
Velocity Hall	Accela	Online Permitting	Permit System	Community Development	Daily	Daily

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Webcasting	Granicus	Webcasting of public meetings	Other	City Clerk	As Needed	As Needed
Website	In-House	Public information	Web Site	Information Services	Daily	As Needed