SB 272 Catalog of Enterprise Systems

What is SB 272?
SB 272 requires local agencies (excluding school districts) to create catalogs of all enterprise systems that store information about the public, and to post this catalog on their websites, if they have websites. If they do not have a website, they are required to publish the catalog in a way that can be provided to anyone who asks. This law applies to all California special districts, cities and counties, and compliance is required by July 1, 2016.

Governor Brown approved SB 272 in October 2015, adding section 6270.5 to the California Public Records Act (the "Act," Government Code Sections 6250-6276.48). Because it was added to the Public Records Act, local agencies will not be able to seek reimbursement from the State for costs associated with compliance.

What is covered by SB 272?
Section 6270.5 defines an enterprise system as a software application or computer system that collects, stores, exchanges, and analyzes information that the agency uses that is:

A multidepartment system or system that contains information collected about the public

A system of record that serves as an original source of data within an agency

SB 272 requires local agencies to create a catalog of multi-departmental systems or systems containing information about the public that store original records and post the catalog on their agency website.

What is excluded?
Enterprise systems do not include cybersecurity systems, infrastructure and mechanical control systems, or information that would reveal vulnerabilities to, or otherwise increase the potential for an attack on, a public agency's IT system. Additionally, section 6270.5 does not automatically require disclosure of the specific records that the IT systems collect, store, exchange or analyze, however, the Act's other provisions pertaining to disclosure of such records still apply.

What is required in the catalog?
For each enterprise system included in the catalog list, agencies must disclose:\
Current system vendor
Current system product
The purpose of the system
What kind of data is stored in it
The department that serves as the system's primary custodian
How frequently system data is collected
How frequently system data is updated

For the full text of the bill, see
https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160SB272

City of Chowchilla Enterprise System Catalog

SB 272 (2016) / Government Code 6270.5

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PRODUCT	VENDOR	PURPOSE	DATA CATEGORY	CUSTODIAN	COLLECTION FREQUENCY	UPDATE FREQUENCY
Automation	NA	HR	Human Resources	City Clerk	As Needed	As Needed
Automation	NA	Work Orders	Other	Public Works	Daily	Daily
Chowchilla Municipal Permitting System	Gary V. Bufkin Computer Consulting	Permitting System	Permit System	Building, Zoning & Code Enforcement	Daily	Daily
Clarity	Caselle	Accounts Payable, Accounts Receivable, Utility Management, General Ledger, Asset Tracking, Business License, Cash Receipting	Financial System	Finance	Daily	Daily
Exchange	Microsoft	Email System	Email System	Information Technology	As Needed	Daily
Laserfiche	Complete Paperless Solutions	Document scanning and management	Document Management	City Clerk	Daily	Daily
Paychex Time and LaborOnline	Paychex	Time keeping, payroll	Financial System	Finance	Weekly	Daily
Spiceworks IT Management	Spiceworks	Helpdesk, Hardware & Software Inventory	Other	Information Technology	Daily	Daily
Xpress Bill Pay	Xpress Bill Pay	Online Utility Payment	Financial System	Finance	Daily	Daily