

# 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 San Ramon Enterprise Systems Updated August 12, 2020

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
ACOM	ACOM	Printing	Financial System	Finance Department	As Needed	As Needed
Agenda & Minutes	Accela	Agenda Management	Agenda Management	City Clerk	Daily	Daily
ArcGIS	ESRI	Geographic Information	Geographic Information Systems	Engineering	As Needed	As Needed
Archive Social	Archive Social	Maintain public records on the County's social media accounts.	Social Media	Information Technology	Daily	Daily
CivicRec	CivicRec	Recreation & Facilities Scheduling	Recreation Software	Parks & Community Service	Daily	Daily
Exchange	Microsoft	Email	Email System	Information Technology	Daily	Daily
Facebook	Facebook	Citizen Communications	Social Media	Information Technology	As Needed	As Needed
Gov Delivery	Gov Delivery	Citizen Communications	Social Media	Information Technology	Weekly	Weekly
GovQA	GovQA	Citizen Request Management - Mobile App	Other	Information Technology	Daily	Daily
GovQA	GovQA	Code Enforcement	Code Enforcement	Building Department	Daily	Daily

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Granicus	Granicus	Capture, archival, and online distribution of public meetings	Other	Information Technology	Weekly	Weekly
HTE	Sungard	Building Permits	Permit System	Building Department	Daily	Daily
HTE	Sungard	Business License	Business License	Finance Department	As Needed	As Needed
Instagram	Instagram	Citizen Communications	Social Media	Information Technology	As Needed	As Needed
LaserFiche	LaserFiche	Document Management	Document Management	Information Technology	As Needed	As Needed
Microsoft Office	Microsoft	Communication, Collaboration, and Productivity	Other	Information Technology	As Needed	As Needed
Munis	Tyler	Accounting, AR, AP, Payroll, Purchasing, Budgeting	Financial System	Finance Department	Daily	Daily
NeoGov	NeoGov	Talent management, onboarding	Human Resources	Human Resources	As Needed	As Needed
Selectron	Selectron	Building Permits - IVR	Permit System	Information Technology	As Needed	As Needed
Twitter	Twitter	Citizen Communications	Social Media	Information Technology	As Needed	As Needed