<u>*Updated January 2020*</u>

Enterprise System Catalog

Approved on October 11, 2015, **SB 272** adds a section to the California Public Records Act requiring local agencies by July 1, 2016 to create and annually update a catalog of enterprise systems and to post the catalog on their website.

Enterprise System Definition

An enterprise system is defined as a software application or computer system that collects, stores, exchanges and analyzes information that the agency uses that is both of the following:

- o A multi-departmental system or a system that contains information collected about the public.
- o A system of record that serves as an original source of data within an agency.

An enterprise system *does not* include any of the following:

- o Information Technology security systems, including firewalls and other cybersecurity systems.
- o Physical access control systems, employee identification management systems, video monitoring and other physical control systems.
- o Infrastructure and mechanical control systems, including those that control or manage street lights, electrical, natural gas or water or sewer functions.
- o Systems related to 911 dispatch and operation or emergency services.
- o Systems that would be restricted from disclosure by Government Code Section 6254.19.
- o The specific records that the information technology system collects, stores, exchanges or analyzes.

Vender and Product	System Purpose	Data Type	Frequency of Collection	Frequency of Update
Microsoft Office: Outlook, Word, Excel, PowerPoint, Access, Publisher	Business workflow management, document management, budget development	Customer contact information, document repository, email, calendar	As needed.	As needed.
Nuance Power PDF, Adobe Acrobat	Create forms, converts MS Office documents to PDF	Customer contact information, document repository,	As needed.	As needed.
Intuit, QuickBooks	Customer billing and payment information, vendor billing and payment information, financial accounting and reporting.	Customer contact information, historical invoice and payment information	As needed.	As needed.
Dropbox	Electronic file storage	Customer contact information, document repository, email, calendar	As needed.	As needed.
ESRI – Arc GIS	Geographic Information System (GIS) for planning and service.	Geo-spatial Data	As needed.	As needed.
McCrometer, Datalogger	Meter data download and analyzation	Flow measurements	As needed.	As needed.
Google	Storage for Google Docs	Business workflow management	As needed.	As needed.