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 Hemet Enterprise Systems Generated June 13, 2016

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Adobe Acrobat Professional / Creative Cloud	Adobe	Document imaging and form creation	Document Management	Information Technology	As Needed	As Needed
AGOL	ESRI	Esri ArcGIS Online Cloud Service	Geographic Information Systems	Information Technology	Daily	Daily
ArcGIS	ESRI	General purpose GIS software system used for sharing GIS resources (maps, geodatabases, and tools).	Geographic Information Systems	Information Technology	Daily	Daily
AutoCAD	Autodesk	Computer Aided Drafting and Design	Engineering	Engineering	As Needed	As Needed
Automated Materials Handling	3M/Bibliotheca	Check-in and sort returned library items	Other	Library	Daily	Daily
Bluebeam Revu	Bluebeam	PDF/AudoCad Viewer plan review	Permit System	Planning	As Needed	As Needed
Book Self-Check	3M/Bibliotheca	Checks books in and out for patrons	Other	Library	Daily	Daily
Cartegraph OMS	Cartegraph	Public Works Operations Management	Asset Management	Public Works	Daily	Daily
CIPLIST	CIP List.com	Capital Improvement Project Bidding	Engineering	Engineering	As Needed	As Needed
Eden	Tyler Technologies	Citywide Financial Enterprise Resource Planning (ERP)	Financial System	Finance Department	Daily	Daily

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Eden	Tyler Technologies	Business License Management	Business License	Finance Department	As Needed	As Needed
Envisionware	Envisionware	Computer reservations and printing cost management system for patrons	Other	Library	Daily	Daily
Exchange	Microsoft	E-Mail & Calendaring System	Email System	Information Technology	Daily	Daily
Facebook	Facebook	Police, Fire & City Hall Public Social Networking	Social Media	Information Technology	Daily	Daily
HDL Sales Tax/Property Tax	HDL	Sales and Property Tax management	Financial System	Finance	As Needed	As Needed
Hemet2Go	CivicPlus	City smartphone & tablet application. Compatible with Apple iOS and Android.	Web Site	Information Technology	As Needed	As Needed
Horizon	Sirsi Dynix	SaaS based Integrated Library System (ILS)	Customer Information System	Library	Daily	Daily
Internet Web Site	CivicPlus	Citywide Internet Web Site	Web Site	All Departments	As Needed	As Needed
I-tiva	Talkingtech	Library telephone renewal and overdue item notification system.	Other	Library	Daily	Daily
LaserFiche	LaserFiche	Electronic Document Management	Document Management	Information Technology	As Needed	As Needed
LinkedIn	LinkedIn	Police, Fire & City Hall Public Social Networking for Job Advertisement	Social Media	Information Technology	As Needed	As Needed

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Microsoft Office	Microsoft	Document creation	Document Management	All Departments	Daily	Daily
Microsoft SCCM	Microsoft	Computer System Inventory	Other	Information Technology	Daily	Daily
PaymentCentral	Progressive Solutions	Cashiering software	Financial System	Finance	Daily	Daily
RealQuest Pro	CoreLogic	Property and ownership search engine	Geographic Information Systems	Information Technology	As Needed	As Needed
Route53	Amazon AWS	Cloud-based Internet DNS server services	Other	Information Technology	Daily	Daily
SignTrack	SignCAD Systems	Signing software for sign design	Other	Public Works	As Needed	As Needed
Skype for Business / Lync	Microsoft	Enterprise instant messaging, video conferencing	Email System	Information Technology	Daily	Daily
SQL	Microsoft	Backend database server format	Other	Information Technology	Daily	Daily
Sympro	emphasys	Treasury Management Software	Financial System	Finance	As Needed	As Needed
Tapit NOVA	Trisys	City phone system call accounting	Other	Information Technology	Daily	Daily

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Telestaff	Kronos	Timekeeping, scheduling and notification	Public Safety	Public Safety Departments	Daily	Daily
Traffic Collision Database	Crossroads	Provides analysis of traffic collision information.	Public Safety	Police Department, Engineering Department	Daily	Daily
TRAKiT	Sungard	Code Enforcement Case Management	Code Enforcement	Code Enforcement	Daily	Daily
TRAKiT	Sungard	Planning and Building Permits	Permit System	Planning Department, Building Department	Daily	Daily
Twitter	Twitter	Police, Fire & City Hall Public Social Networking	Social Media	Information Technology	Daily	Daily
Voicemail	Mitel	Citywide Voicemail System	Other	Information Technology	Daily	Daily
WebHelpDesk	Solarwinds	Ticketing/help desk system for information technology related requests	Other	Information Technology	Daily	Daily
YourGOV	Cartegraph	Citizen reporting of service requests and non-emergency issues	Other	Public Works	Daily	Daily