

What is SB 272?

Senate Bill 272 - California Public Records Act

Approved by the California Governor on October 11, 2015, Senate Bill 272 adds a section to the California Public Records Act requiring state and most local government agencies to create a catalog of Enterprise Systems by July 1, 2016, with annual updates.

Enterprise System

An Enterprise System, as defined by Senate Bill 272, is a software application or computer system that collects, stores, exchanges, and analyzes information an 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 a 'system of record' or an original source of data within an agency

Requirements

1. Create a catalog of enterprise systems containing:
 - o Current system vendor
 - o Current system product
 - o System's purpose
 - o Description of categories or types of data
 - o Department that is the prime custodian of the data
 - o Frequency that system data is collected
 - o 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

Exclusions

- 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 attack on, a public agency's IT system.

**BELLA VISTA WATER DISTRICT
SB 272 Compliance - Enterprise Systems Catalog**

1. Vendor	2. Product	3. Statement of System Purpose	4. Description of Data Stored	5. Custodian	Frequency	
					6. Collected	7. Updated
ESRI	ArcGIS	Geographic Information System	Mapping of geographic features and attributes	Engineering	As needed	As needed
Harris	I-nHANCE	Utility billing, Customer Service, Accounts payable, Purchasing, Fixed Assets, General ledger, Inventory, Maintenance Management, Work orders	Customer Account Information	Administration	Daily	Daily
Harris	Questys CMx Client	Document Management	Customer Correspondence, Customer property and account related documents, Archive of Board Agendas, Minutes, Resolutions, etc.	Administration	Daily	Daily
ITRON	Field Service Manager	Meter Reading	Meter read records	Administration	Daily	Daily
Microsoft Corporation	SQL Server	Enterprise database platform	Relational database records	Information Technology	Daily	Daily
Microsoft Corporation	Microsoft Office Standard and Professional	Creation and organization of digital work products	Correspondance, miscellaneous lists, tables, matrix	All Departments	As needed	As needed
Microsoft Corporation	Exchange Server	Email, callendar, contacts, tasks	Electronic mail, contacts, scheduling	Information Technology	Daily	Daily
Microsoft Corporation	Windows Server	Server Operating System	Operating system	Information Technology	As needed	As needed
Target Solutions	Training	Training provider and tracking	Training materials and records	Administration	As needed	As needed
Invoice Cloud	I-Cloud Web Payments	Online bill pay	Nothing on site	Administration	Daily	Daily
Redding Bank of Commerce	Payroll	Processing payroll	Personnel payroll records	Redding Bank of Commerce	Bi-weekly	Bi-weekly