

# 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 Cypress Enterprise Systems

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
AgendaQuick	Destiny Software	Agenda management	Agenda Management	City Clerk	Monthly	Monthly
Business License	HdL	Business license application and database	Business License	Finance Department	Daily	Daily
Cablecast	Tightrope Media Systems	Channel 36 recording and playback	Asset Management	City Clerk	Monthly	Monthly
Citation Processing	Data Ticket	Citation processing and administration	Code Enforcement	Police Department	Daily	Daily
CivicRec	CivicPlus	Recreation scheduling software	Recreation Software	Recreation Department	Daily	Daily
Code Enforcement	GOGov	Code enforcement administration	Code Enforcement	Planning Department	Daily	Daily
Exchange Online	Microsoft	Email	Email System	Finance Department	Daily	Daily
GoToWebinar	GoTo	Council meeting virtual participation	Virtual System	City Clerk	Weekly	Weekly
GovAccess	Granicus	Web site	Web Site	Finance Department	Daily	Daily
GovMeetings	Granicus	Online streaming of council meetings and Cypress Channel 36	Asset Management	City Clerk	Weekly	Weekly
Laserfiche	Laserfiche	Document management	Document Management	City Clerk	Daily	Daily
Lucity	CentralSquare	Work order and asset management	Asset Management	Public Works Department	Daily	Daily
Municipal Code	eCode360	Online search tool for municipal code	Web Site	City Clerk	Daily	As Needed
MyCivic	Tyler Technologies	Mobile app for information and 311	Web Site	Finance Department	Daily	Daily
NeoGov	NeoGov	Applicant tracking	Human Resources	Human Resources	Daily	Daily
NetFile	NetFile	Form 700 and campaign finance administration system	Document Management	City Clerk	Annually	Annually
New World ERP	Tyler Technologies	Financials/Payroll/HR	Financial System	Finance Department	Daily	Daily

<b>Product</b>	<b>Vendor</b>	<b>Purpose</b>	<b>Data Category</b>	<b>Custodian</b>	<b>Collection frequency</b>	<b>Update frequency</b>
Nixle	Everbridge	Public Notification System	Public Safety	Police Department	As Needed	As Needed
Permitting	OpenGov	Public Works permitting and plan check	Permit System	Public Works Department	Daily	Daily