

DISCLOSURE OF ENTERPRISE SYSTEM INFORMATION

Government Code 6270.5 (SB 272)

Updated June 11, 2016

**City of St. Helena**  
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#	Vendor	Product	Purpose	Data Type	Data Custodian	Freq. Collected	Freq. Updated
1	ECS Imaging	Laserfiche	Document Management	Document Management System/Repository	City Clerk	As needed	As needed
2	Code Publishing	Municipal Code	Online Municipal Code	Proprietary Offsite Database	City Clerk	As needed	As needed
3	Go Daddy	Website Hosting	Website Hosting	Proprietary Database	Various Departments	As needed	As needed
4	Springbrook	Financial Software	Financial System	Accounts Payable/Receivable Bank Reconciliation Cash Receipts Fixed Assets General Ledger License and Permits Project Management Purchase Orders Utility Billing	Finance Director	Daily	As needed
5	Springbrook	HR Software	HR System	Payroll and Human Resources	HR Director	Daily	As needed
6	Trakit	Permit Processing/Tracking	Building Permits, Encroachment Permit, Code Enforcement	Applicant Tracking	Building Department	Daily	As needed
7	Napa County	Napa County Website Subscription	Graphic Information System (GIS)	Geographic Information Systems	Napa County	As needed	As needed
8	Napa County	Napa County Website Subscription	Official Records/Recordation Assessor's Search	Recorded Records	Napa County	As needed	As needed
8	Microsoft	Outlook	Email Communications, Scheduling/Calendar	Electronic Mail/Calendar	IT	Daily	As needed
9	Granicus	Granicus	City Meeting Management	Webcasting	City Clerk	Weekly	As needed
10	Word Press	City Intranet	City Intranet	Posting shared information for employees	HR Director	As needed	As needed
11	Drupal	Website	City Website	Content management for web posting, calendars, documents, web applications	HR Director	As needed	As needed
12	Active Net	Parks and Recreation Software	Recreation System Sign-ups	Applicant Tracking	Recreation Director	As needed	As needed
13	TLC - The Library Corporation	CarlX	Library ILS (Integrated Library System)	Materials Tracking/Inventory	Automation at the Solano County Library	As needed	As needed
14	Target Solutions	Online Training	Fire Department Training	Content Delivery, Certifications	Fire Department	As needed	As needed
15	Street Saver	Pavement Management	Pavement Management	Street Condition	Public Works Director	Every 2 Years	Annually

## DISCLOSURE OF ENTERPRISE SYSTEM INFORMATION

### Government Code 6270.5 (SB 272)

#### **Senate Bill 272**

Approved on October 11, 2015, 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

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 an attack on, a public agency's IT system. Additionally, section 6270.5 does not automatically require disclosure of the specific records that the IT systems collect, store, exchange or analyze, however, the Act's other provisions pertaining to disclosure of such records still apply.