

CATALOG OF ENTERPRISE SYSTEMS

Government Code Section 6270.5 added to the California Public Records Act requiring local agencies to create and maintain a catalog of Enterprise Systems, including annual updates.

Enterprise System

As defined, an Enterprise System is a software application or computer system that collects, stores, exchanges, and analyzes information an agency uses that is both of the following:

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

An Enterprise System does not include any of the following:

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

Requirements

1. Create a catalog of enterprise systems, containing:
 - § Current 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.

<i>COMPANY</i>	<i>PRODUCT</i>	<i>SYSTEM PURPOSE</i>	<i>DATA CATEGORY</i>	<i>CUSTODIAN</i>	<i>COLLECTION FREQUENCY</i>	<i>UPDATE FREQUENCY</i>
Accela	Springbrook Cloud	Financial management and reporting	Financial system	MPWD	Daily	Daily
Adobe	Adobe Professional Cloud	PDF document production and editing	Other	MPWD	Daily	Daily
ADP	ADP Payroll Cloud	Employee time entry and payroll	Financial system	MPWD/ADP**	Daily	Daily
AutoDesk	AutoCAD	Drafting	Infrastructure	MPWD	Weekly	Weekly
CivicPlus	Agenda and Meeting Management Select (Anticipated 12/2025)	Meeting agenda and staff report management	Document management	MPWD	Weekly	Weekly
Comcast	Business Voice Edge Cloud	Integrated voice telephone and voicemail	Other	MPWD/IT	As Needed	As Needed
CUSI**	Water Billing System (Archive Only)	Water billing	Utility billing	MPWD	Never	Never
DocuSign, Inc.	DocuSign	Document management and electronic signature	Document management	MPWD	Weekly	Weekly
ESRI	ArcCatalog, ArcMap, ArcGIS Pro	Geographic Information System (GIS)	Geospatial, infrastructureLand records; water system database	MPWD	Daily	Daily
Fleetio	Fleetio	Tracking of Vehicles and Maintenance	Asset Management	MPWD	Daily	Daily
Granicus	NovusAGENDA Cloud PEAK Agenda (anticipated 12/2024)	Meeting agenda and staff report management	Document management	MPWD	Weekly	Weekly
Intuit	QuickBooks (Archive Only)	Financial management	Financial system	MPWD	Never	Never
Microsoft, Inc.	Microsoft Office 365 Exchange Cloud	Email communications, scheduling/calendar	Unified messaging	MPWD/IT*	Daily	Daily
Microsoft, Inc.	Microsoft Office 365 Cloud	Creation and organization of digital work product and running of applications	Interdepartmental database of forms and documents	MPWD/IT	Daily	Daily
MyAssetTag.com	Asset Tiger, cloud	Asset Management	Physical assets	MPWD	Weekly	Weekly
Spatial Wave	Field Mapplet Server	Asset Management	Geospatial	MPWD/Spatial Wave	Daily	As Needed
Spatial Wave	Map Library (Cloud)	Storage of plans and forms	Asset Management	MPWD	Daily	Daily
West Coast Arborists	ArborAccess	Tree Inventory Tracking	Asset Management	MPWD	As needed	As needed
Xpress Bill Pay	Xpress Bill Pay	Financial Management and reporting	Financial	MPWD	Daily	Daily
Zoom Video Communications, Inc.	Zoom	Teleconference software	Teleconference	MPWD	Weekly	Weekly

*IT = Information Technology

**CUSI = Continental Utility Solutions, Inc.

***ADP = Automatic Data Processing, Inc.