

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.

Orange County Water District Enterprise Systems

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Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Adobe Creative Cloud	Adobe, Inc.	Adobe Acrobat Documents and Document formatting and production.	Other	Information Services	As Needed	As Needed
ArcGIS	ESRI	Planning & Environmental Data, Land Records	Geographic Information Systems	Hydrogeology Department	As Needed	As Needed
AutoCAD	Autodesk, Inc.	Engineering design software	Engineering	Engineering Department	As Needed	As Needed
Call Detail Record Reporting System	Variphy	Call Detail Record reporting	Other	Information Services Department	Daily	Daily
Call Manager and Unity	Cisco, Inc.	Integrated Voice of IP telephone and voicemail systems.	Other	Information Services	Daily	Daily
Ceridian Payroll	Ceridian Corporation	Payroll	Financial System	Finance Department	Weekly	Weekly
Children's Water Education Festival System	Orange County Water District (OCWD)	Registration and scheduling for the Children's Water Education Festival	Web Site	Public Affairs Department	As Needed	As Needed
CITRUS LIMS	Orange County Water District (OCWD)	Laboratory Information Management System (LIMS)	Other	Advanced Water Quality Laboratory	Daily	Daily
Constant Contact	Constant Contact, Inc.	Email marketing system	Email System	Public Affairs Department	As Needed	As Needed
Dayforce HCM	Ceridian Corporation	Time entry system	Financial System	Finance Department	Daily	Daily
Geocortex	Latitude Geographics, Inc.	Web-based mapping applications.	Geographic Information Systems	Hydrogeology Department	As Needed	As Needed
Insight	NeoGov	Applicant and recruitment tracking	Human Resources	Human Resources Department	Daily	Daily
JD Edwards Enterprise One	Oracle	Accounting and Purchasing	Financial System	Finance Department	Daily	Daily
Klir	Klir	Cloud-based scheduling of water quality sampling, tracking results, data reporting and permit compliance management.	Other	Water Quality Department	As Needed	As Needed
Laserfiche	Laserfiche, Inc.	Records Management / Document Imaging	Document Management	Information Services	Daily	Daily

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Map Library	Spatial Wave	Well document archive data retrieval system	Other	Hydrogeology Department	As Needed	As Needed
Maximo	IBM, Inc.	Maintenance Management System	Other	Information Services	Daily	Daily
Microsoft Office365, Office Standard and Professional	Microsoft, Inc.	Email, calendars, creation and organization of digital work product and the running of applications.	Other	All Departments	Daily	Daily
Microsoft SQL Server	Microsoft	Backend database for various systems	Data Storage	Information Services	Daily	Daily
Microsoft SQL Server Express	Microsoft, Inc.	Database backend for various systems.	Data Storage	Information Services	Daily	Daily
Microsoft Windows Professional	Microsoft, Inc.	Creation and organization of digital work product and the running fo applications.	Other	All Departments	Daily	Daily
Microsoft Windows Server	Microsoft, Inc.	File, print and application services.	Other	All Departments	Daily	Daily
Oracle Database System	Oracle	Database backend for various systems.	Data Storage	Information Services	Daily	Daily
Qualtrax	Qualtrax	Cloud-based software to manage and control Laboratory documentation and compliance.	Other	Advanced Water Quality Laboratory	Daily	Daily
Service Desk Plus	ManageEngine	Help desk ticketing system	Other	Information Services	As Needed	As Needed
Smartsheet	Smartsheet	Project Management	Other	Information Services	As Needed	As Needed
Umbraco Content Management System	Umbraco	District Website and Intranet	Web Site	Public Affairs	As Needed	As Needed
Water Billing System	Orange County Water District (OCWD)	Water billing	Utility Billing	Finance Department	Daily	Daily
Water Resource Managment System (WRMS)	Orange County Water District (OCWD)	Data collection for monitoring wells	Other	Hydrogeology Department	As Needed	As Needed