SB272 Compliance Information

**Senate Bill 272 – California Public Records Act**

Approved by California Governor Jerry Brown 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 System by July 1, 2016, with annual updates.

**Enterprise System**

An Enterprise System, as defined by Senate Bill 272, is a software applications 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 collect about the public
* A system that serves as a ‘system of record’ or an original source of data within the agency
* Enterprise systems do not include cybersecurity systems, infrastructure and mechanical control systems, or information that would reveal vulnerabilities to, or otherwise increase the potiental for an attack on, a public agency’s IT systems.

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Enterprise System Catalog:

June 1, 2019

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| VENDOR AND PRODUCT: | **Continental Utility Solutions, Inc. CUSI** |
| SYSTEM PURPOSE: | The system includes information storage such as names and addresses. It also includes the accounts receivable functions as well as standard list and A/R reports. |
| CATEGORIES/TYPES OF DATA: | Names, addresses, water orders, and water usage |
| DEPT./PRIMARY CUSTODIAN: | Administration |
| FREQUENCY OF COLLECTION: | As needed |
| FREQUENCY OF UPDATE: | As needed |
| VENDOR AND PRODUCT: | **Tokay Software Navigator** |
| SYSTEM PURPOSE: | The system includes information storage such as names and addresses to produce a test report needed for backflow testing. |
| CATEGORIES/TYPES OF DATA: | Names, addresses and test report |
| DEPT./PRIMARY CUSTODIAN: | Administration |
| FREQUENCY OF COLLECTION: | As needed |
| FREQUENCY OF UPDATE: | As needed |
| VENDOR AND PRODUCT: | **Intuit, QuickBooks Premier Plus Edition** |
| SYSTEM PURPOSE: | Financial Records |
| CATEGORIES/TYPES OF DATA: | Financial Data |
| DEPT./PRIMARY CUSTODIAN: | Administration |
| FREQUENCY OF COLLECTION: | As needed |
| FREQUENCY OF UPDATE: | As needed |
| VENDOR AND PRODUCT: | **Microsoft, Excel** |
| SYSTEM PURPOSE: | Upload Water Quality Report to State Water Resources Control Board |
| CATEGORIES/TYPES OF DATA: | Water quality data |
| DEPT./PRIMARY CUSTODIAN: | Administration |
| FREQUENCY OF COLLECTION: | As needed |
| FREQUENCY OF UPDATE: | As needed |