

Idyllwild Water District
CATALOG OF ENTERPRISE SYSTEMS
Pursuant to CA Government Code 6270.5

Vendor	Product	System Purpose	Description of Categories or types of data	Custodian	Frequency Collected	Frequency Updated
Harris Utilities	inHance	Harris Utilities	Billing/ Customer information system	Billing/ Customer Service	Daily	Daily
intuit	Quickbooks	Financial Accounting System	Accounts Receivable Accounts Payable General Ledger	Finance	Daily	Daily
Pro-mare, LLC	Asset Keeper	Asset Track and Keep	Fixed Assets	Finance	As Needed	As Needed
Microsoft	Microsoft Office Suite	Office automation	Word Processing Spreadsheet PowerPoint Outlook E-mail	Varies: Customer services, Billing, Finance and Administrative	Daily	Daily
Paychex, Inc.	Paychex	Payroll	Payroll	Finance	Bi- Monthly	Bi- Monthly

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.