

# Rancho California Water District Enterprise Systems Generated May 16, 2017

<b>Product</b>	<b>Vendor</b>	<b>Purpose</b>	<b>Data Category</b>	<b>Custodian</b>	<b>Collection frequency</b>	<b>Update frequency</b>
Accela Legislative Management	Accela Inc	Legislative Agenda/Minutes Management/Voting	Agenda Management	Administration/Information Technology	As Needed	As Needed
Application Xtender	EMC	Document Management	Document Management	Administration/Information Technology	Daily	Daily
ArcGIS/ArcSDE	ESRI	Geographic Information management	Geographic Information Systems	GIS/Information Technology	As Needed	As Needed
Cayenta	Harris	Customer Information System	Customer Information System	Billing/Customer Service/Information Technology	Daily	Daily
CivicPlus	CivicPlus	Website	Web Site	RCWD	As Needed	As Needed
Exchange	Microsoft	Email	Email System	Information Technology	Daily	Daily
Infor Hansen	Infor	Maintenance Management System	Other	Operations/Information Technology	Daily	Daily
Infor Lawson	Infor	All Financial and Human resource management	Financial System	Accounting/Human Resources/Information Technology	Daily	Daily
Instant Messaging	ShoreTel	Departmental communications	Other	Information Technology	As Needed	As Needed
Intranet Connections	Intranet Connections	District Intranet	Other	Information Technology	As Needed	As Needed

## 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 Definition

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