

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 Sanitation District Enterprise Systems Generated June 25, 2019

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
ArcGIS Desktop Software	ESRI	Provides desktop GIS functionality to district staff to view and query collections and treatment plant infrastructure through a map based interface.	Geographic Information Systems	Information Technology	Daily	Daily
Biosolids Tracking System	OCSD	Track biosolids pickup, application, and delivery	Other	Operations	Daily	Daily
Cornerstone OnDemand	Cornerstone OnDemand, Inc.	Employee Performance Appraisal, Training, and Talent Management information	Human Resources	Human Resources	Daily	Daily
Dig-Smart	Dig-Smart LLC	Provides underground service alert automation to O&M staff	Geographic Information Systems	Information Technology	Daily	Daily
eProcurement	PlanetBids	Vendor Management, electronic RFP and Bidding.	Financial System	Purchasing	Daily	Daily
Fats Oils & Grease System (FOGS)	OCSD	FOGS website provides tools for printing notices, entering returned forms and reporting FSE status within the FOG program.	Web Site	Environmental Compliance	As Needed	Annually
GovOnline	enfoTech	Reporting of self monitoring requirements for local dischargers	Permit System	Environmental Compliance	Daily	Daily
GovQA	GovQA	PRA management	Other	Board Services	As Needed	As Needed

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
InfoWorks ICM	Innovyze	Hydraulic models illustrate the effects of changing demand and climactic conditions on wastewater collection systems.	Engineering	Engineering	As Needed	Annually
Insight	NeoGov	Applicant and recruitment tracking	Human Resources	Human Resources	Daily	Daily
iPACS	enfoTech	POTW Administration & Compliance System (iPACS) is designed to manage the industrial discharge control program (aka Pretreatment Program)	Other	Environmental Compliance	Daily	Daily
JD Edwards	Oracle	Financial System	Financial System	Administrative Services	Daily	Daily
Laboratory Information Management System (LIMS)	LabWare	Sample collection and reporting required by our NPDES permit and Pretreatment Program, as well as samples used to monitor and improve water treatment processes.	Other	Environmental Compliance	Daily	Daily
Occupational Health and Safety Management System	Cority	Occupational Health (OH) and Safety Management	Other	Risk Management/Safety/Security	Daily	Daily
Office365	Microsoft	Email, Collaboration, File Storage, and Data Analysis	Other	Information Technology	Daily	Daily
PMWeb	PMWeb	Capital Improvement Program (CIP) Management	Engineering	Engineering	Daily	Daily

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Project Management	Primavera	Engineering project	Engineering	Engineering	Daily	Daily
Sanitation District Fee System (SAFS)	Ark Technologies	Information about each Parcel (Property) within its Districts. This information is obtained from the County Assessor's Office. Property Characteristics (# of Buildings, Legal Address, Property Use, etc), and Mailing Address).	Other	Finance	Annually	Annually
Sewer Connection Permit Application	OCSD	Used to create, store and retrieve sewer connection permits.	Geographic Information Systems	Information Technology	As Needed	As Needed
SharePoint	Microsoft	Collaboration, Call Center	Document Management	Information Technology	Daily	Daily
Timecard	Workforce	Employee time card	Financial System	Finance	Daily	Daily
www.OCSD.com	Vision Internet Solutions, LLC	Agency's web site	Web Site	Public Affairs Office	Daily	Daily