Midway City Sanitary District

SB 272 - Enterprise System Disclosure

In 2015, the State of California enacted [Senate Bill 272](#) which requires public agencies to create a catalog of enterprise systems 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 clearly outweighs the public interest served by disclosure, the District may instead provide a system name, brief title or identifier of the system.

Midway City Sanitary District

CATALOG OF ENTERPRISE SYSTEMS, CA SENATE BILL 272 COMPLIANCE

Updated November 14, 2019

System Vendor	Product	Purpose	Data Type	Primary Custodian	Frequency of Data Collection	Frequency of Data Update
Microsoft	MS Office (Word, Excel, Outlook, PowerPoint)	Creation and organization of digital work product, documents, spreadsheets, presentations, email, calendar, etc.	Varies	All departments	Daily	As needed
Adobe Systems	Adobe Acrobat Pro	PDF document management and archival	Document management	All departments	Daily	As needed
Advanced Tracking Technologies, Inc.	GPS Vehicle Tracking and Fleet Management	Allows the District to monitor and track the District's vehicles	GPS tracking	Administration Director of Operations/Safety	As needed	As needed
Amano	Time Guardian	Time & Attendance	Human Resources	Finance/HR Dept	Daily	As needed
Arsenault Associates	Dossier Maintenance Software for Proactive Fleets	Maintenance management system	Maintain records, operations, and maintenance of the District's fleet	Fleet Maintenance Department	Daily	As needed
AutoDesk	AutoCAD	Mapping, Geographic Information System	Maintain records, operations and maintenance of District's sanitary collection system	Administration Dept / General Manager	Daily	As needed
Department of Motor Vehicles (DMV)	Employer Pull Notice	Notification of actions taken against driving privilege	Allows the District to monitor the driver license records of employees who drive on the District's behalf	Administration Director of Operations/Safety	As needed	As needed
Environmental Services Research Institute (Esri)	ArcGIS	Mapping, Geographic Information System	Maintain records, operations and maintenance of District's sanitary collection system	Administration Dept / General Manager	Daily	As needed
Intuit	QuickBooks	Financial Management System	Financial system	Finance/HR Dept	Daily	As needed
Joomla!	Content Management System	District Web Site	Information system	Administration Executive/Board Secretary	Daily	As needed
Paychex	Preview Payroll	Employee time and payroll system	Financial system	Finance/HR Dept	Daily	As needed
ProWare	Asset Keeper	Fixed asset depreciation software	Financial system	Finance/HR Dept	Daily	As needed
Special District Risk Management Authority (SDRMA)`	Target Solutions	Educational and safety training	Safety, risk management, workers' compensation etc.	Administration Director of Operations/Safety	As needed	As needed