



SB 272 Compliance

Disclosure of Enterprise System Information Pursuant to SB 272 / Government Code

6270.5 The Enterprise System Catalog Table Is Located on the Following Page (Updated July 2021).

Approved on October 11, 2015, SB 272 adds a section to the California Public Records Act requiring state and most local government agencies to create a Catalog of Enterprise Systems by July 1, 2016, with annual updates.

Enterprise System Definition

An Enterprise System, as defined by Senate Bill 272, is a software application 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 collected about the public.
- A system that serves as a “system of record” or 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 pursuant to Government Code 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.

DIABLO WATER DISTRICT

CATALOG OF ENTERPRISE SYSTEMS

SB 272 Compliance

California Public Records Act, Local Agencies Inventory

VENDOR	PRODUCT	PURPOSE	CATEGORIES/ TYPES OF DATA	CUSTODIAN (Department)	FREQUENCY DATA IS COLLECTED	FREQUENCY DATA IS UPDATED
ECS Imaging, Inc.	Laserfiche	Document Management	Record Retention/Archives	All Departments	As Needed	As Needed
ESRI	ArcGIS	Asset Mapping	Asset Data	Engineering	As Needed	As Needed
Laserfiche	OneDrive	Document Management	Large Document Storage/As-Built	All Departments	As Needed	As Needed
Microsoft, Inc.	Exchange, SharePoint, Office Suite	Spreadsheets, Correspondence, E-mails, Calendars, File Mgmt.	Electronic Mail, Documents, Reports, Spreadsheets, Contact Information, Calendars, Presentations	Information Technology	Daily	Daily
Rauch Communications	District Website	Website Management	Website content, conservation info, documents for posting	Administrative	As Needed	As Needed
Sensus	Field Logic	Meter Reading	Water Meter Reading Data	Water Operations/ Customer Service	Monthly	Monthly
Sensus	Analytics	Meter Reading/ Leak Detection	Meter Reading & Leak Detection Data	Water Operations/ Customer Service	Monthly/ As Needed	Monthly/ As Needed
Tyler Technologies	InCode 10	Financial Management /Billing Software	General Ledger, Customer Billing and Information, Budget, Purchasing, Accounts Payable, Cashiering	Finance/Accounting Department	Daily	Daily
WebSoft	Mobile MMS	Asset Management	Work Orders, Service Orders, Asset Maintenance Mgmt.	Water Operations/ Customer Service	Daily	Daily

Diablo Water District will maintain the Catalog of Enterprise Systems provided that it doesn't compromise the District's network and/or security system. The District is unable to post other enterprise systems due to their association with security and critical infrastructure related to the District's water utility system.