

COMPLIANCE WITH SB 272



Approved on October 11, 2015, Senate Bill 272 adds a section to the California Public Records act requiring local agencies to create and annually update a catalog of Enterprise Systems and to post the catalog on the local agency's website.

Enterprise System

An Enterprise System is defined as 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 of record 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 Government Code Section 6254.19.
- The specific records that the information technology system collects, stores, exchanges or analyzes.

UPDATED: December 2024

ENTERPRISE SYSTEM CATALOGUE

VENDOR AND PRODUCT: Microsoft, Word, Excel

SYSTEM PURPOSE: Stores and create administrative data for municipal servicing

CATEGORIES/TYPES OF DATA: Agendas, municipal service reviews, notices, staff reports, resolution, memos, spreadsheets, contact information preservation, application forms, and procedures

DEPT/PRIMARY CUSTODIAN: Fresno Local Agency Formation Commission

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: Microsoft, Outlook, Teams

SYSTEM PURPOSE: Stores contact information and is used for communication between coworkers and County entities.

CATEGORIES/TYPES OF DATA: Names, telephone numbers, addresses, email addresses, virtual meetings

DEPT/PRIMARY CUSTODIAN: Fresno Local Agency Formation Commission

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: Adobe, Acrobat Reader

SYSTEM PURPOSE: Processing forms, converting Microsoft word documents and map preparation

CATEGORIES/TYPES OF DATA: Project forms, maps, conversion to PDF

DEPT/PRIMARY CUSTODIAN: Fresno Local Agency Formation Commission

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: ESRI, ArcGIS Professional Basic 11.2

SYSTEM PURPOSE: Geographical Information System (GIS)

CATEGORIES/TYPES OF DATA: Create source mapping records for LAFCo, districts, cities and counties. Assists in organization of jurisdictional boundaries and sphere of influence for State and County entities.

DEPT/PRIMARY CUSTODIAN: Fresno County Planning Division

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: Intuit, Quickbooks

SYSTEM PURPOSE: Used to record and manage budgets, payroll, and office billings.

CATEGORIES/TYPES OF DATA: Budget, invoices, journal entries, dates and amounts

DEPT/PRIMARY CUSTODIAN: Fresno Local Agency Formation Commission

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed