

## 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: Jan 2022**

## ENTERPRISE SYSTEM CATALOGUE

### **VENDOR AND PRODUCT: Microsoft, Word**

SYSTEM PURPOSE: Stores agency contact information, project time tracking & invoicing,

CATEGORIES/TYPES OF DATA: Agency contact, applicant contact, tracking of project payments, expenses and hours, create invoices.

DEPT./PRIMARY CUSTODIAN: Santa Barbara Local Agency Formation Commission

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

### **VENDOR AND PRODUCT: Microsoft, Excel**

SYSTEM PURPOSE: Budget preparation, landowner & registered voter information, use for creating mailing labels, project expenses and payments

CATEGORIES/TYPES OF DATA: Project contact information, parcel specific information, budget line items.

DEPT./PRIMARY CUSTODIAN: Santa Barbara Local Agency Formation Commission

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

### **VENDOR AND PRODUCT: Microsoft, Outlook & Google Mail**

SYSTEM PURPOSE: Stores contact information and is used to receive and send email.

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

DEPT./PRIMARY CUSTODIAN: Santa Barbara Local Agency Formation Commission

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

### **VENDOR AND PRODUCT: Adobe, Pro 2017**

SYSTEM PURPOSE: Create forms for processing applications, convert MS Word documents, map preparation

CATEGORIES/TYPES OF DATA: Project forms, project maps, converting documents in other formats to PDF

DEPT./PRIMARY CUSTODIAN: Santa Barbara Local Agency Formation Commission

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

**VENDOR AND PRODUCT: Internet Explorer 11, Check Point Mobile**

SYSTEM PURPOSE: Connect to the County's financial system through this internet portal to pay bills, process payroll and other draw warrants and journal entries

CATEGORIES/TYPES OF DATA: None

DEPT./PRIMARY CUSTODIAN: Santa Barbara Local Agency Formation Commission

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

**VENDOR AND PRODUCT: Financial Information Network, Products in Data Processing (FIN)**

SYSTEM PURPOSE: County's financial system software used to pay bills, process payroll and other draw warrants and journal entries. It is also used to monitor and track the Budget information and prepare budget reports for LAFCO operations

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

DEPT./PRIMARY CUSTODIAN: Santa Barbara Local Agency Formation Commission

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

**VENDOR AND PRODUCT: ZOOM, GO TO Meeting, Microsoft Teams, Skype for Business**

SYSTEM PURPOSE: Streaming/recording virtual meetings

CATEGORIES/TYPES OF DATA: Attend meetings virtually.

DEPT./PRIMARY CUSTODIAN: Santa Barbara Local Agency Formation Commission

FREQUENCY OF COLLECTION: As needed.

FREQUENCY OF UPDATE: As needed

**VENDOR AND PRODUCT: Drop Box & Box.com**

SYSTEM PURPOSE: Store and transfer large files.

CATEGORIES/TYPES OF DATA: Temporarily stores files for purpose of transferring large word, PDF, or excel related files.

DEPT./PRIMARY CUSTODIAN: Santa Barbara Local Agency Formation Commission

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed