



Enterprise System Catalog

Senate Bill 272 - California Public Records Act

Approved by California Governor Jerry Brown on October 11, 2015, Senate Bill 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

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

South Santa Clara Valley Memorial District Enterprise System Catalog

System Vendor	System Product	System's Purpose	Categories or Types of Data	System's Primary Custodian	Frequency of Data Collected	Frequency of Data Updated
Microsoft	Word	District Communication, Planning	Letters, Lease Agreements, Minutes, Agendas	Executive Dir.	Daily	Daily
Microsoft	Excel	Tracking, Logging	Budgets, maintenance projects	Executive Dir.	Daily	Daily
Microsoft	PowerPoint	Layout and Design	Marketing Materials	Executive Dir.	Weekly	Weekly
Microsoft	Outlook	District's email system	Email	Executive Dir.	Constantly	Constantly
Intuit Inc.	QuickBooks Pro2014	Managing District's financials	Invoicing, Billing, Balancing Accounts	Executive Dir. & Accountant	Monthly	Monthly

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