

Senate Bill 272

Approved on October 11, 2015, SB 272 adds a section to the California Public Records Act requiring local agencies to create a catalog of Enterprise Systems by July 1, 2016 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.

Town of Los Gatos Enterprise Systems Catalog						
Product	Vendor	Purpose	Categories	Custodian	Collection Frequency	Updated Frequency
Zoom	Zoom	Public Meetings Recording	Audio Video Meetings	Clerk	As Needed	As Needed
Accela Automation	Accela	Development Application, Code Compliance and Permitting	Permit System	Community Development	Daily	Daily
DigEPlan	LCT Software	Electronic Plan Checking	Permit System	Community Development	Daily	Daily
RealQuest	CoreLogic	Parcel property details and ownership information. Read only.	Property Ownership	Community Development	As Needed	As Needed
CommunityPlus	Central Square	Business Licenses, Accounts Receivable	Financial System	Finance	Daily	Daily
FinancePlus	Central Square	Finance AR, AP, GL, HR, Payroll, Fixed Assets	Financial System	Finance & Human Resources	Daily	Daily
NeoGov	NeoGov	Applicant Tracking, Onboarding, e-Forms	Human Resources	Human Resources	Daily	Daily
MuniCode	MuniCode	Agenda Management, Codification Services	Document Management	Clerk	Daily	Daily
NetFile	NetFile	Electronic Filing System	Document Management	Clerk	Daily	Daily
JustFOIA	JustFOIA	PRA Management	Document Management	Clerk	Daily	Daily
DocuSign	DocuSign	Agreement Management	Document Management	Clerk	Daily	Daily
Laserfiche	Laserfiche	Document Management	Document Management	Information Technology	Daily	Daily
Microsoft 365	Microsoft	Email, Calendar, Collaboration Tools	Enterprise Productivity Services	Information Technology	Daily	Daily
Beanstack	Beanstack	Summer Reading Registration	Other	Library	As Needed	As Needed
KOHA	ByWater Solutions	Web-Based Catalog/Circulation	Other	Library	Daily	Daily
Cartegraph	Cartegraph	Public Works Assets, Operations and Maintenance	Asset Management	Parks and Public Works	Daily	Daily
RecPro	RecPro	Parks Reservations	Recreation Software	Parks and Public Works	Daily	Daily
autoChalk	Tannery Creek	Parking Enforcement & LPR	Parking	Police	Daily	Daily
Turbo Data	Turbo Data	Parking Permits	Parking	Police	Daily	Daily
CivicEngage	CivicPlus	Hosted Web Site	Web Site	Town Manager's Office	As Needed	As Needed