

**MEMORANDUM  
LOCAL AGENCY FORMATION COMMISSION**

**TO:** Local Agency Formation Commission  
**FROM:** Joy Stover, Commission Clerk  
**SUBJECT:** **Agenda Item 4.2 – SB 272, Disclosure of Enterprise Systems**  
**DATE:** April 25, 2016 for the meeting of May 5, 2016

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Summary

Effective July 1, 2016, all local agencies (excluding local educational agencies) must create catalogs of their enterprise systems that store information, and post this information in a prominent location on their websites.

Governor Brown approved SB 272 in October of last year, adding section 6270.5 to the California Public Records Act (Government Code Sections 6250-6276.48). Section 6270.5 defines an enterprise system as a software application or computer system that collects, stores, exchanges, and analyzes information that the agency uses that is (1) a multi-departmental system or system that contains information collected about the public and (2) a system of record. A system of record means a system that serves as an original source of data within an agency.

Stated plainly, SB 272 requires local agencies to create a catalog of multi-departmental systems containing information about the public that store records and post the catalog on their agency website.

History

**Senate Bill No. 272**  
Chapter 795

An act to add Section 6270.5 to the Government Code, relating to public records.

[Approved by Governor October 11, 2015. Filed with Secretary of State October 11, 2015]

SB 272, Hertzberg. The California Public Records Act: local agencies: inventory.

Existing law, the California Public Records Act, requires state and local agencies to make their records available for public inspection, unless an exemption from disclosure applies. The act declares that access to information concerning the conduct of the people’s business is a fundamental and necessary right of every person in this state.

This bill would require each local agency, except a local educational agency, in implementing the California Public Records Act, to create a catalog of enterprise systems, as defined, to make the catalog publicly available upon request in the office of the person or officer designated by the agency’s legislative body, and to post the catalog on the local agency’s Internet Web site. The bill would require the catalog to disclose a

list of the enterprise systems utilized by the agency, and, among other things, the current system vendor and product, unless, on the facts of the particular case, the public interest served by not disclosing that information clearly outweighs the public interest served by disclosure, in which case the local agency may instead provide a system name, brief title, or identifier of the system. Because the bill would require local agencies to perform additional duties, it would impose a state-mandated local program.

The California Constitution requires local agencies, for the purpose of ensuring public access to the meetings of public bodies and the writings of public officials and agencies, to comply with a statutory enactment that amends or enacts laws relating to public records or open meetings and contains findings demonstrating that the enactment furthers this purpose.

This bill would make legislative findings to that effect.

Existing constitutional provisions require a statute that limits the right of public access to meetings or writings of public officials to be adopted with findings demonstrating the interest to be protected by that limitation and the need to protect that interest.

This bill would declare that it includes limitations on access, that the interest to be protected is the security of enterprise systems in public agencies, and that the need to protect that interest is that enterprise systems can contain information that, if released to the public, could result in negative consequences.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement is required by this act for a specified reason.

Attached is the Butte LAFCo catalog of our enterprise systems that will be posted to the Butte LAFCo website: [www.buttelafco.org](http://www.buttelafco.org)

Attachment 1:



## BUTTE LOCAL AGENCY FORMATION COMMISSION

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### Enterprise System Catalog:

April 18, 2016

VENDOR AND PRODUCT: **Environmental Systems Research Institute, Inc., ArcMap 10.4**

SYSTEM PURPOSE: Mapping Program, stores parcel information, agency boundaries, tax rate area identification

CATEGORIES/TYPES OF DATA: Parcel information, identifies the tax rate area, identifies agency boundaries, accesses property info.

DEPT./PRIMARY CUSTODIAN: Butte Local Agency Formation Commission

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Microsoft, Access**

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

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

DEPT./PRIMARY CUSTODIAN: Butte 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.

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

DEPT./PRIMARY CUSTODIAN: Butte Local Agency Formation Commission

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Microsoft, Outlook**

SYSTEM PURPOSE: Stores contact information

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

DEPT./PRIMARY CUSTODIAN: Butte Local Agency Formation Commission

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Adobe, Acrobat X Standard**

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: Butte Local Agency Formation Commission

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed