

SAN BERNARDINO VALLEY MUNICIPAL WATER DISTRICT

CATALOG OF ENTERPRISE SYSTEMS

Updated July 1, 2018

PRODUCT	VENDOR	PURPOSE	DATA TYPE	CUSTODIAN	COLLECTION FREQUENCY	UPDATE FREQUENCY
ArcGIS Pro	ESRI	Mapping, spatial analysis	Geographic Information Systems	Geographic Information Systems	As needed	As needed
AutoCAD	AutoDesk	Engineering design software	Engineering	Engineering	As needed	As needed
CMMS	Maintenance Connection	Work order/service request system for maintenance and repair of infrastructure/facilities	Operations	Operations	Daily	As needed
Content Management System	Vision Internet	Content management of website posts, email notification, calendar events, vendor proposals & bids	District website	Information Systems	Weekly	As needed
GPS Pathfinder Office/Terrasync	Trimble	GIS Data Collection	Geographic Information Systems	Geographic Information Systems	As needed	As needed
Laserfiche	Laserfiche/CPS, Inc.	Document management/archival	Records management	Information Systems	Daily	As needed
Microsoft Exchange	Microsoft	Email and calendars	Email system	Information Systems	Daily	Weekly
Microsoft Office	Microsoft	Documents, spreadsheets, Visio	Admin	Information Systems	Daily	As needed
Quickbooks	Intuit	Accounts receivable, accounts payable, general ledger, purchasing	Financial system	Finance	Weekly	As needed
Vonage VoIP	Vonage	Unified communications manager, contacts, call history	Communications	Information Systems	Daily	As needed
WISE	In-House Development	Watermaster production collection and reporting	Water resources	Information Systems	Annually/as needed	Annually/as needed

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.

Requirements

1. Create a catalog of enterprise systems, containing:
 - Current system vendor
 - Current system product
 - System's purpose
 - A description of categories or types of data
 - The department that is the prime custodian of the data
 - The frequency that system data is collected
 - The frequency that system data is updated

2. To make the catalog publicly available upon request

3. To post the catalog in a prominent location on the agency's website

Exception

If the public interest served by not disclosing the information described clearly outweighs the public interest served by disclosure, the local agency may instead provide a system name, brief title or identifier of the system.