



# COLUSA COUNTY RESOURCE CONSERVATION DISTRICT

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## SB 272 DISCLOSURE OF ENTERPRISE SYSTEM

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

SB 272 adds 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) is 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 and post the catalog on their agency website.

## COLUSA COUNTY RESOURCE CONSERVATION DISTRICT ENTERPRISE SYSTEM CATALOG

Vendor & Product	System Purpose	Categories of Data	Dept/Primary Custodian	Data Collection Frequency	Update Frequency
Microsoft Office Professional Plus 2013	Creating Administration documents	Meeting agendas, minutes, correspondence, reports, stakeholder contact information, financial documents, budget, plans, projects, all administration documents	CCRCD Staff	Daily/ as needed	Daily/ as needed
Intuit QuickBooks Pro 2012	Financial Records	CCRCD Financial Records and reports	CCRCD Executive Director	Daily/ as needed	Daily/as needed
Adobe Contribute 6.5	Website management	Posting information about the CCRCD, their projects and public posting requirements	CCRCD Staff	As Needed	As Needed