Manila Community Services District

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General Manager
Christopher Drop

Revised May 17th, 2021
ENTERPRISE SYSTEMS CATALOG

Per SB-272 The California Public Records Act: local agencies: inventory. (2015-2016) SEC. 2. Section 6270.5 is added to the Government Code, to read:

6270.5.

 (a) In implementing this chapter, each local agency, except a local educational agency, shall create a catalog of enterprise systems. The catalog shall be made publicly available upon request in the office of the person or officer designated by the agency's legislative body. The catalog shall be posted in a prominent location on the local agency's Internet Web site, if the agency has an Internet Web site. The catalog shall disclose a list of the enterprise systems utilized by the agency and, for each system, shall also disclose all of the following:

(1) Current system vendor:
Intuit, UBMax

(2) Current system product:
QuickBooks Pro 2016, UBMax

(3) A brief statement of the system's purpose:
General bookkeeping, payroll, A/P and A/R
Customer addresses, phone numbers, water use and account balances for utility use.

(4) A general description of categories or types of data:
Same as (3) above

(5) The department that serves as the system's primary custodian:
Administration, General Manager's office

(6) How frequently system data is collected.
Bi-weekly, Monthly

(7) How frequently system data is updated.
Same s (6) above

(b) This section shall not be interpreted to limit a person's right to inspect public records pursuant to this chapter.

(c) For purposes of this section:

(1) "Enterprise system" means a software application or computer system that collects, stores, exchanges, and analyzes information that the agency uses that is both of the following:

(A) A multi-departmental system or a system that contains information collected about the public.

(B) A system of record.

(2) "System of record" means a system that serves as an original source of data within an agency.

(3) An enterprise system shall not include any of the following:

(A) Information technology security systems, including firewalls and other cybersecurity systems.

(B) Physical access control systems, employee identification management systems, video monitoring, and other physical control systems.

(C) Infrastructure and mechanical control systems, including those that control or manage street lights, electrical, natural gas, or water or sewer functions.

(D) Systems related to 911 dispatch and operation or emergency services.

(E) Systems that would be restricted from disclosure pursuant to Section 6254.19.

(F) The specific records that the information technology system collects, stores, exchanges, or analyzes.

(d) Nothing in this section shall be construed to permit public access to records held by an agency to which access is otherwise restricted by statute or to alter the process for requesting public records, as set forth in this chapter.

(e) If, on the facts of the particular case, the public interest served by not disclosing the information described in paragraph (1) or (2) of subdivision (a) clearly outweighs the public interest served by disclosure of the record, the local agency may instead provide a system name, brief title, or identifier of the system.

(f) The local agency shall complete and post the catalog required by this section by July 1, 2016, and thereafter shall update the catalog annually.

Respectfully,

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