

Enterprise System Information as Required by SB272

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.

Once an enterprise system is identified, its catalogue must be compiled and must include a list of the enterprise systems utilized by the agency and for each system, disclose:

- Current system vendor, e.g. The contractor from whom the product was purchased
- Current system product, e.g. Microsoft SQL
- A brief statement of the system's purpose, e.g. the system is used to store patient
- A general description of categories or types of data.
- The department that serves as the system's primary custodian.
- How frequently system data is collected.
- How frequently system data is updated.

FIREHOUSE

Current system vendor: Firehouse Software - A Xerox Solution

Current system product, Microsoft SQL

A brief statement of the system's purpose: The system is a records management system for Fire Departments.

A general description of categories or types of data: Its primary purpose is to store data for incidents the Fire Department is called out to, using the National Fire Incident Reporting System (NFIRS) standard. Firehouse stores and reports on other data including data on Hydrants and Occupancies.

The department that serves as the system's primary custodian: All departments

How frequently system data is collected: 24x7 whenever the Fire Department is called out.

How frequently system data is updated: 24x7 whenever the Fire Department is called out.

Field bridge (Hosted by the County of Santa Cruz)

Current system vendor: Image Trend, Inc

Current system product, Cloud based/SaaS

A brief statement of the system's purpose: Collect emergency call out and patient care data.

A general description of categories or types of data: The data collected describes medical problems of patients.

The department that serves as the system's primary custodian: EMT'S

How frequently system data is collected: 24x7 whenever the Fire Department is called out.

How frequently system data is updated: 24x7 whenever the Fire Department is called out.

MS OFFICE 365

Current system vendor: Microsoft

Current system product: MS Office format documents

A brief statement of the system's purpose: General documentation

A general description of categories or types of data: Accounting spreadsheets, Standard Operating Procedure documentation, general word processing.

The department that serves as the system's primary custodian: Admin

How frequently system data is collected: Mainly business hours

How frequently system data is updated: Mainly business hours

ONESOLUTION (HOSTED BY THE COUNTY OF SANTA CRUZ)

Current system vendor: SunGard

Current system product: SQL database

A brief statement of the system's purpose: Accounting / Accounts Payable

A general description of categories or types of data:

The department that serves as the system's primary custodian: Admin

How frequently system data is collected: Mainly business hours

How frequently system data is updated: Mainly business hours