



Crescent City Harbor District

Phone (707) 464-6174 Fax (707) 465-3535
101 Citizens' Dock Road
Crescent City, California 95531
www.ccharbor.com

Crescent City Harbor District Catalog of Enterprise Systems

SB272 - Enterprise System Inventory

Senate Bill No. 272 amended the California Public Records Act on October 11, 2015. Section 6270.5 was added to mandate that all local agencies publish a Catalog of Enterprise Systems by July 1, 2016 and update it annually.

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



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- 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.



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Vendor	Product	Purpose	Data Type	Custodian	Frequency Collected	Frequency Updated
Adobe	Acrobat Pro	Exporting and viewing portable data format files	PDF Viewer	Information Services	Daily	Daily
Microsoft	Office 365	Emailing, calendaring, creating documents, presentations, and spreadsheets	Office Suite	Information Services	Daily	Daily
Scribble Software	MarinaOffice	Reservations, invoicing, payments, point-of-sale	Marina Management	Accounting/ Finance	Daily	Daily
Intuit	QuickBooks Premier Plus	Accounting and payroll applications – accounts payable, accounts receivable, journal entries, checks	General Ledger	Accounting/ Finance	Daily	Daily