



COMPLIANCE WITH SB 272

Approved on October 11, 2015, Senate Bill 272 adds a section to the California Public Records Act requiring local agencies to create and annually update a catalog of Enterprise Systems and to post the catalog on the local agency's website.

Enterprise System

An *Enterprise System* is defined as 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 of record* 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 Government Code Section 6254.19.
- The specific records that the information technology system collects, stores, exchanges or analyzes.

UPDATED: July 2020

ENTERPRISE SYSTEM CATALOGUE

VENDOR/PRODUCT: Environmental Systems Research Institute, Inc., ArcMap 10.8

SYSTEM PURPOSE: Mapping Program, stores parcel information, agency boundaries, tax rate area identification

CATEGORIES/TYPES OF DATA: Parcel information, identifies the tax rate area, identifies agency boundaries, accesses property info.

DEPT./PRIMARY CUSTODIAN: San Luis Obispo County

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: Microsoft, Word

SYSTEM PURPOSE: Stores agency contact information, project time tracking & invoicing,

CATEGORIES/TYPES OF DATA: Agency contact, applicant contact, tracking of project payments, expenses and hours, create invoices.

DEPT./PRIMARY CUSTODIAN: San Luis Obispo Local Agency Formation Commission

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: Microsoft, Excel

SYSTEM PURPOSE: Budget preparation, landowner & registered voter information, use for creating mailing labels, project expenses and payments

CATEGORIES/TYPES OF DATA: Project contact information, parcel specific information, budget line items.

DEPT./PRIMARY CUSTODIAN: San Luis Obispo Local Agency Formation Commission

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: Microsoft, Outlook

SYSTEM PURPOSE: Stores contact information and is used to receive and send email.

CATEGORIES/TYPES OF DATA: Names, telephone numbers, addresses and email addresses

DEPT./PRIMARY CUSTODIAN: San Luis Obispo Local Agency Formation Commission

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: Adobe, Acrobat X1 Standard 7.0 Pro & 2017

SYSTEM PURPOSE: Create forms for processing applications, convert MS Word documents, map preparation

CATEGORIES/TYPES OF DATA: Project forms, project maps, converting documents in other formats to PDF

DEPT./PRIMARY CUSTODIAN: San Luis Obispo Local Agency Formation Commission

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: Adobe, Photoshop-CS2

SYSTEM PURPOSE: Create forms for processing applications, convert MS Word documents, map preparation

CATEGORIES/TYPES OF DATA: Project forms, project maps, converting documents in other formats to PDF

DEPT./PRIMARY CUSTODIAN: San Luis Obispo Local Agency Formation Commission

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: Cisco, Anyconnect Secure Mobility Client

SYSTEM PURPOSE: Connect to the County's financial system through this internet portal to pay bills, process payroll and other draw warrants and journal entries

CATEGORIES/TYPES OF DATA: None

DEPT./PRIMARY CUSTODIAN: San Luis Obispo Local Agency Formation Commission

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: Systems, Applications & Products in Data Processing (SAP)

SYSTEM PURPOSE: County's financial system software used to pay bills, process payroll and other draw warrants and journal entries. It is also used to monitor and track the Budget information and prepare budget reports for LAFCO operations

CATEGORIES/TYPES OF DATA: budget, invoices, journal entries, dates, and amounts

DEPT./PRIMARY CUSTODIAN: San Luis Obispo Local Agency Formation Commission

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: IMAP Building Interactive

SYSTEM PURPOSE: Mapping, Agencies Boundaries, LAFCO actions, Agency Annexations

CATEGORIES/TYPES OF DATA: Maps and Legal Descriptions in PDF format

DEPT./PRIMARY CUSTODIAN: San Luis Obispo Local Agency Formation Commission

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: ZOOM – Standard Pro Monthly/Webinar 100 Monthly

SYSTEM PURPOSE: Streaming/recording virtual Commission meetings

CATEGORIES/TYPES OF DATA: Recorded meetings are in M4A file format.

DEPT./PRIMARY CUSTODIAN: San Luis Obispo Local Agency Formation Commission

FREQUENCY OF COLLECTION: During COVID-19 pandemic only.

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: Go Daddy

SYSTEM PURPOSE: Website Builder

CATEGORIES/TYPES OF DATA: Stores LAFCO pdf files and shapefiles which are displayed on the web for public use. Categories consist of Meeting files, Staff Reports, Minutes, Agendas, Notices, Commissioner information/terms, Staff information, Directory of Local Agencies, History of Annexations, Maps, Policies & Procedures, Bylaws, Cortese-Knox-Hertzberg Act 2019, Budgets, Fee Schedule, Applications, Referrals, Current Projects, Joint Power Authorities.

DEPT./PRIMARY CUSTODIAN: San Luis Obispo Local Agency Formation Commission

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: Granicus

SYSTEM PURPOSE: Streaming/recording in person Commission meetings

CATEGORIES/TYPES OF DATA: Stores all archived Commission meeting videos, agendas, and minutes. Meetings are in MP3 Audio or video format and Agendas/Minutes are in pdf format.

DEPT./PRIMARY CUSTODIAN: County of San Luis Obispo & San Luis Obispo Local Agency Formation Commission

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed