Senate Bill 272

Approved on October 11, 2015, SB 272 adds a section to the California Public Records Act requiring local agencies to create a catalog of Enterprise Systems by July 1, 2016 with annual updates.

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
    - 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.

City of West Sacramento Enterprise Systems Generated September 14, 2026

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Accela Civic Platform	Accela	Track permits and licensing information.	Permit System	Community Development	Daily	Daily
AutoCAD	Autodesk	Drafting Services	Engineering	Public Works	As Needed	As Needed
FME	Safe Software	Data and GIS Automation	Other	Information Technology	As Needed	As Needed
Freshservice	Freshworks	Help Desk Software	Other	Information Technology	Daily	Daily
JotForms	JotForms	Online Form Creation Tools	Other	Information Technology	As Needed	As Needed
Miro	Miro	Online Colaboration Software	Other	City Manager's Office	As Needed	As Needed
NEOGOV	NEOGOV	Employee Recruitments	Human Resources	City Manager's Office	As Needed	As Needed
NextRequest	NextRequest	Public Records Requests	Customer Information System	City Manager's Office	As Needed	As Needed
Office 365	Microsoft	Office productivity and email	Other	Information Technology	As Needed	As Needed
OnBase	Hyland	Store contracts, agendas and document archives.	Document Management	City Manager's Office	Weekly	Weekly
PaperCut	PaperCut	Print Management	Other	Information Technology	As Needed	As Needed
Power DMS	NEOGOV	Administrative Policy Document Software	Document Management	City Manager's Office	As Needed	As Needed
Procore Project Management	Procore	Construction project management	Other	Public Works	As Needed	As Needed
ProcureNow	ProcureNow	Manages contracts, RFPs, and City bidding process.	Financial System	Finance	As Needed	As Needed
Public Stuff	Accela	Customer Relations Management	Customer Information System	City Manager's Office	Daily	Daily
Revu	Bluebeam	Engineering, Planning & Building plan review and processing	Permit System	Community Development	Daily	Daily
Sportsman SQL	Peak Software	Parks & Recreation Class Management	Recreation Software	Parks & Recreation	Daily	Daily

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Springbrook	Springbrook	Track customer utility billing (water, sewer & refuse) information.	Utility Billing	Finance	Daily	Daily
SurveyMonkey	Momentive	Online Survey Tool	Other	Information Technology	As Needed	As Needed
Versatile	Zasio	Records & Legislation Management	Document Management	City Manager's Office	As Needed	As Needed
Vision CMS	Granicus	Website content management system	Web Site	City Manager's Office	As Needed	As Needed