

**SB 272**

Approved on October 11, 2015, and subsequently chaptered as California Government Code Section 6270.5, this bill adds a section to the California Public Records Act requiring local agencies to create a catalog of its enterprise systems by July 1, 2016, and post that catalog on their respective website, if the agency has an internet website.

The information identified below is the Catalog of Information Systems for the County of Lassen. It is inclusive of systems being used by the County of Lassen or other local agencies for which the Board of Supervisors sits as the governing board and/or the County of Lassen provides staffing, administration and services for the agency, and those agencies that do not have a website to post a catalog. Those agencies include: Community Development Commission of Lassen County, Lassen-Modoc Flood Control and Water Conservation District, Bieber Lighting District, and County Service Area #1.

**Please be advised that the public identification of these systems does not necessarily mean that the content of these systems will be subject to public disclosure or permit public access to records held by an agency to which access is otherwise restricted by statute or to alter the process for requesting records (GC6270.5(d)).**

**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, water, or sewer functions.

Systems related to 911 dispatch and operation or emergency services.

Systems that would be restricted from disclosure by California Government Code Section 6254.19.

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

County of Lassen Catalog of Enterprise Systems

**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**

The County may instead provide a system name, brief title or identifier of the system, as an alternative to the name of the current system vendor and/or name of the current system product, if the public interest is served by not disclosing that information clearly outweighs the public interest served by disclosure. When an alternative name is being used for the vendor and product name, the catalog will use an identifier of: GC 6720.5(e)-Exception.

**COUNTY OF LASSEN CATALOG OF ENTERPRISE SYSTEMS**

*(as of June 30, 2020)*

<b>System Vendor</b>	<b>System Product</b>	<b>Brief Statement of System's Purpose</b>	<b>General Description of Categories or Types of Data</b>	<b>Department (Primary Custodian)</b>	<b>Frequency of collection</b>	<b>Frequency of Data Update</b>
Stimulus Software	mailarchiva	Email Archive & Storage Solution	Email Archive & Storage Solution	Information Services	Daily	As Needed
CaliCo Solutions	CalAgPermitting	Pesticide Regulation	Permitting and Use Data	Agricultural Commissioner	Annual	Annual
Crest Software Corporation	Crest	Secured and Unsecured Assessment Processing	Parcel and Property Data	Assessor	Daily	Daily
Megabyte Systems Inc.	MPTS	Secured and Unsecured Assessment Processing	Parcel and Property Data	Assessor	Daily	Daily

County of Lassen Catalog of Enterprise Systems

System Vendor	System Product	Brief Statement of System's Purpose	General Description of Categories or Types of Data	Department (Primary Custodian)	Frequency of collection	Frequency of Data Update
Doug Campbell	General Ledger	Financial System	General Ledger, Accounts Payable, Purchasing, and Agreement/Contract Data	Auditor-Controller	Daily	Daily
Bassets	Bassets Fixed Asset Software	Capital Asset System	Capital Asset Data	Auditor-Controller	As Needed	As Needed
GC 6270.5(e) - Exception	Check Writing System	Check Writing	Payment Data	Auditor-Controller	As Needed	As Needed
GC 6270.5(e) - Exception	Behavioral Health Billing System	Billing	Billing Data	Behavioral Health	As Needed	As Needed
GC 6270.5(e) - Exception	Behavioral Health Record System	Records	Client Data	Behavioral Health	As Needed	As Needed
Tyler Tech	Eagle Recorder	Land, Vital Records & Financial Management	Land, Vital Records & Financial Data	Clerk-Recorder	Daily	As Needed
Tyler Tech	Eagle Clerk	Clerk-Recorder Document & Financial Management	Document & Financial Management Data	Clerk-Recorder	Daily	As Needed
Questys	Questys	Clerk-Recorder Document Management	Minutes, & Supporting Documents	Clerk-Recorder	As Needed	As Needed
Legistar	Granicus	Clerk-Recorder Document Management	Minutes & Supporting Documents	Clerk-Recorder	As Needed	As Needed
GC 6270.5(e) - Exception	DA Data Collection System	Data Collection	Crime Related Data	District Attorney	Daily	As Needed
Blue Ribbon	Blue Ribbon	Livestock and Exhibitor Information	Fair Exhibitor Data	Fair	Annual	As Needed
GC 6270.5(e) - Exception	Loan Servicing System	Loan Portfolio Management	Financial Assistance/Loan Data	Health & Social Services	As Needed	As Needed
GC 6270.5(e) - Exception	Loan Underwriting System	Loan Origination Software	Financial Assistance/Loan Applicant Data	Health & Social Services	As Needed	As Needed
ESRI	ARC Desktop	Data Analysis and Mapping	GIS Point Data	Information Services	Daily	As Needed
Paladin	SmartGov	Permit Tracking Software	Permit, Inspection, and Code Compliance Data	Planning and Building Services	Daily	As Needed
GC 6270.5(e) - Exception	Case Management System	Public Defender Case Management	Case Data	Public Defender	Daily	As Needed
Chameleon	Chameleon	Public Works - Animal Control Software	Animal and Owner Data	Public Works	As Needed	Annual

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GC 6270.5(e) - Exception	Jail Management System	Jail Management	Inmate Data	Sheriff	Daily	Daily
GC 6270.5(e) - Exception	Jail Management System	Jail Management	Inmate Data	Sheriff	Daily	Daily
OffenderWatch	OffenderWatch	Sex offender tracking	Registrant Data	Sheriff	As Needed	As Needed
Microsoft	Microsoft Office Suite	Workplace productivity	processing and spreadsheet creation	Information Services	Daily	Daily
Microsoft	Microsoft O365	Email	Email communications and calendaring	Information Services	Daily	Daily
Cisco	Unity	Voicemail	Voicemail	Information Services	Daily	Daily
Cisco	CUCM	Phone System	Inbound and outbound telephone communications	Information Services	Daily	Daily
State of California	VoteCal	Voter Registration Database	Voter registration	Clerk/Elections/Recorder	As Needed	As Needed
State of California	OCAT	Online CalWorks Appraisal Tool	Assesses clients' needs to improve workplace readiness	Community and Social Services	Daily	Daily
Accenture (contract) to C-IV consortium	C-IV	Determine eligibility for financial assistance	Personal and financial information	Community and Social Services	Daily	Daily
State of California	MEDS	Determine Medi-Cal eligibility/enrollment	Personal medical and financial information	Community and Social Services	Daily	Daily
State of California	CMIPS II	Client relationship management	Personal and financial information of clients and caretakers	Adult Services/Public Guardian	Daily	Daily
Matsom & Isom	Drupal	County web site	Contact forms	Information Services	Daily	As Needed
CaseloadPro	CaseloadPro	Caseload Management	Personal Information of Probationers	Probation	Daily	Daily
Docusign	Docusign	Electronic Signature	Contracts and other forms	County Counsel	As Needed	As Needed
Tyler Technologies	Munis	Financial/HR Management	Accounting, HR, Payroll	Auditor-Controller, Personnel	Daily	Daily
ParcelQuest	ParcelQuest on-line	Parcel Information	Property ownership data	Assessor	Daily	As Needed
Accenture (contract) Covered CA	CalHeers	Facilitate access to health insurance	Personal medical and financial information	Community and Social Services	Daily	Daily