

## **SB272 THE CALIFORNIA PUBLIC RECORDS ACT: LOCAL AGENCIES: INVENTORY**

This bill, signed into law on October 11, 2015 requires local governments, with specified exceptions, to catalog, and make publicly available, information about their data systems by July 1, 2016. The information is to be updated annually. In compliance with SB272, the Tulare County Employees' Retirement Association (TCERA) is required to create a catalog of enterprise systems and 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.

### **Catalog of Enterprise Systems:**

TCERA maintains one enterprise system defined as a software application or computer system that collects, stores, exchanges, and analyzes information that the agency uses that is both a multi-departmental system or a system that contains information collected about the public and is a system of record.

Current System Vendor: Conduent, CPAS Pension Administration Systems

Current System Product: CPAS v5

System's Purpose: CPAS v5 is pension administration software designed to collect and store information necessary for the administration of pension benefits for the members of TCERA. The system provides functionality for tracking member contribution balances, calculating member benefits, and disbursing contribution refunds, death benefits, and pension payments.

Description of Categories of Data: The system stores demographic information, beneficiary designations, contribution and interest amounts, benefit calculations, active employee payroll information limited to pension related data , and records of disbursements of funds.

Department That Serves as the System's Primary Custodian: TCERA

Frequency of Data Collection: Information provided by participating employers is collected in coordination with the individual employers payroll dates (bi-weekly or semi-monthly). Data supplied by members and/or beneficiaries is collected as received.

Frequency Data is Updated: Data is updated as soon after receipt as practically possible.