

**Enterprise System Catalog:
JUNE 29, 2016**

ADDRESS:

Rodeo Sanitary District
800 San Pablo Ave
Rodeo, CA 94572
(510) 799-2970

VENDOR AND PRODUCT:

Intuit Software Inc., QuickBooks Pro Plus 2014

SYSTEM PURPOSE:

District's Accounting Software

CATEGORIES/TYPES OF DATA:

Necessary data needed to complete various aspects of accounting:
Accounts Payable, Accounts Receivable, and Payroll.

DEPT./PRIMARY CUSTODIAN:

Nancy LeFebvre, District Bookkeeper/Admin Asst.

FREQUENCY OF COLLECTION:

As needed

FREQUENCY OF UPDATE:

As needed

VENDOR AND PRODUCT:

Adobe, Acrobat 9 standard

SYSTEM PURPOSE:

Document archival, Accounting & Emails

CATEGORIES/TYPES OF DATA:

Working with and Formatting Documents for: accounting, email
purposes and Board minutes

DEPT./PRIMARY CUSTODIAN:

Not applicable

FREQUENCY OF COLLECTION:

As needed

FREQUENCY OF UPDATE:

As needed

VENDOR AND PRODUCT:

Microsoft Inc., Office Productivity Suite (v. 2003, 2010, 2016)

SYSTEM PURPOSE:

Document creation, Email, Reports, Spread Sheets, Presentations

CATEGORIES/TYPES OF DATA:

Creating and Reading Documents, Flyers, Newsletters, Exchanging emails internally and externally, Running reports, Sewer Services Charging Processing

DEPT./PRIMARY CUSTODIAN:

Not applicable

FREQUENCY OF COLLECTION:

As needed

FREQUENCY OF UPDATE:

As needed

VENDOR AND PRODUCT:

Google, Google Documents, Google Drive, Google Maps

SYSTEM PURPOSE:

Data recording

CATEGORIES/TYPES OF DATA:

Records, locations and document transfer

DEPT./PRIMARY CUSTODIAN:

Not applicable

FREQUENCY OF COLLECTION:

Occasionally

FREQUENCY OF UPDATE:

Not applicable

VENDOR AND PRODUCT:

Google, Maps

SYSTEM PURPOSE:

Locating property addresses

CATEGORIES/TYPES OF DATA:

Street Views to confirm district mapping,

DEPT./PRIMARY CUSTODIAN:

Not applicable

FREQUENCY OF COLLECTION:

As needed

FREQUENCY OF UPDATE:

As needed

VENDOR AND PRODUCT:

COGZ, Computerized Maintenance Management System

SYSTEM PURPOSE:

Maintenance Coordination

CATEGORIES/TYPES OF DATA:

Maintenance scheduling, record keeping and asset management

DEPT./PRIMARY CUSTODIAN:

Not applicable

FREQUENCY OF COLLECTION:

As needed

FREQUENCY OF UPDATE:

As needed

VENDOR AND PRODUCT:

DVDsmith Inc., Any DVD Cloner

SYSTEM PURPOSE:

Document archival, Disk duplication

CATEGORIES/TYPES OF DATA:

Working with and Formatting Documents for: accounting, email purposes and Sewer Lateral DVD records

DEPT./PRIMARY CUSTODIAN:

Not applicable

FREQUENCY OF COLLECTION:

As needed

FREQUENCY OF UPDATE:

As needed

VENDOR AND PRODUCT:

Nuance, Dragon Naturally Speaking

SYSTEM PURPOSE:

Email and document creation using voice control

CATEGORIES/TYPES OF DATA:

Working with and Formatting documents, email purposes

DEPT./PRIMARY CUSTODIAN:

Steven Beall

FREQUENCY OF COLLECTION:

As needed

FREQUENCY OF UPDATE:

As needed

VENDOR AND PRODUCT:

Trend Micro, Worry-Free Business Security 2011

SYSTEM PURPOSE:

Email scanning, Anti-virus protection and malware detection

CATEGORIES/TYPES OF DATA:

Works with any and all types of data

DEPT./PRIMARY CUSTODIAN:

Dennis Lambert, SysAdmin

FREQUENCY OF COLLECTION:

Daily

FREQUENCY OF UPDATE:

Daily

VENDOR AND PRODUCT:

Dropbox Business, Dropbox

SYSTEM PURPOSE:

Large file transfers, synchronization

CATEGORIES/TYPES OF DATA:

Any type

DEPT./PRIMARY CUSTODIAN:

Nancy LeFebvre, Admin Asst.

FREQUENCY OF COLLECTION:

As needed

FREQUENCY OF UPDATE:

As needed

VENDOR AND PRODUCT:

Carbonite Inc., Carbonite.com

SYSTEM PURPOSE:

Cloud backup, Off-site data storage and disaster recovery

CATEGORIES/TYPES OF DATA:

All types

DEPT./PRIMARY CUSTODIAN:

Dennis Lambert, SysAdmin

FREQUENCY OF COLLECTION:

Daily

FREQUENCY OF UPDATE:

Daily