

**Enterprise System Catalog:  
JAN 29, 2019**

**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:**

District Administrator

**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, and 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:**

Senior Operator

**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:**

District Manager

**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:**

District Systems Administrator

**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:**

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:**

District Systems Administrator

**FREQUENCY OF COLLECTION:**

Daily

**FREQUENCY OF UPDATE:**

Daily