

ADDRESS: **Eastside Water District**

P O Box 280

Denair, CA 95316

PHONE: 209-589-0689

## Enterprise System Catalog:

MAY 23, 2016

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VENDOR AND PRODUCT: **Intuit, QuickBooks**

SYSTEM PURPOSE: To track bills paid and income received.

CATEGORIES/TYPES OF DATA: customer contact information, financial data, such as income received and funds expended.

DEPT./PRIMARY CUSTODIAN: Not applicable

FREQUENCY OF COLLECTION: Every 30 days

FREQUENCY OF UPDATE: As needed

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VENDOR AND PRODUCT: **Microsoft, Publisher**

SYSTEM PURPOSE: Used to prepare board agendas and postcards to landowners announcing workshops and other important information

CATEGORIES/TYPES OF DATA: agendas and postcards are contained in this system

DEPT./PRIMARY CUSTODIAN: Not applicable

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

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VENDOR AND PRODUCT: **Microsoft, Word**

SYSTEM PURPOSE: meeting minutes, reports, correspondence

CATEGORIES/TYPES OF DATA: minutes, memorandums, reports, letters

DEPT./PRIMARY CUSTODIAN: Not applicable

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

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VENDOR AND PRODUCT: **Microsoft, Excel**

SYSTEM PURPOSE: To track property assessment information

CATEGORIES/TYPES OF DATA: landowner contact information, landowner acreage and apn numbers.

DEPT./PRIMARY CUSTODIAN: Not applicable

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

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VENDOR AND PRODUCT: **Microsoft, Outlook**

SYSTEM PURPOSE: communication via electronic mail, and calendaring system

CATEGORIES/TYPES OF DATA: Communication data and calendaring data

DEPT./PRIMARY CUSTODIAN: Not applicable

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

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