

Address: **Eastside Water District**
P.O. Box 280
Denair, CA 95316

Phone: **209-589-0689**

Enterprise System Catalogue

January 7, 2018

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

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

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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VENDOR AND PRODUCT:	Microsoft, Publisher
SYSTEM PURPOSE:	Used to prepare postcards to landowners announcing workshops and other important information
CATEGORIES/ TYPES OF DATA:	Postcards are contained in this system
DEPT/ PRIMARY CUSTODIAN:	Not applicable
FREQUENCY OF COLLECTION:	As needed
FREQUENCY OF UPDATE:	As needed

VENDOR AND PRODUCT:	Microsoft, Word
SYSTEM PURPOSE:	Preparing meeting agendas, reports and correspondence
CATEGORIES/ TYPES OF DATA:	Meeting minutes, memorandums, reports, letters and agendas
DEPT/ PRIMARY CUSTODIAN:	Not applicable
FREQUENCY OF COLLECTION:	As needed
FREQUENCY OF UPDATE:	As needed