

Address: **Sand Creek Flood Control District**
P. O. Box 523
Denair, CA 95316-0523

Phone: **209-626-5523**

Enterprise System Catalog

January 6, 2020

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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, 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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| 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 |

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| 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 |