

*Special District:* **Contra Costa Resource Conservation District**

*Address:* 5552 Clayton Road  
Concord, CA 94521

*Phone:* (925) 672-4577

## **Enterprise System Catalog:**

**SB 272 (2015)/Government Code 6270.5 Compliance**

*March 23, 2017*

---

*Vendor:* **Intuit, Inc.**

*Product:* **Quickbooks**

*System Purpose:* Accounting software to track grant invoicing and budgets, and vendor bills and payments.  
Personnel timekeeping and payroll.

*Data Type:* Proprietary Database

*Custodian:* Administration Department, Financial Division

*Frequency Collected:* Daily

*Frequency Updated:* On demand (automated updates upon vendor release)

---

*Vendor:* **Microsoft**

*Product:* **Office Suite**

*System Purpose:* For creating administrative documents and email management

*Data Type:* Various Microsoft Office file types

*Custodian:* Not applicable

*Frequency Collected:* Daily

*Frequency Updated:* On demand (manual updates upon vendor release)

---

*Vendor:* **Microsoft**

*Product:* **Windows 10**

*Purpose:* Operating system

*Custodian:* Not Applicable

*Frequency Collected:* As Needed

*Frequency Updated:* On demand

---

---

*Vendor:* **Adobe**

*Product:* **Creative Suite**

*System Purpose:* Desktop publishing software

*Data Type:* Various Adobe file types

*Custodian:* Administration Department, Information Technology Division

*Frequency Collected:* Daily

*Frequency Updated:* On demand (manual updates upon vendor release)

---

*Vendor:* **Adobe**

*Product:* **Acrobat**

*System Purpose:* Document imaging/management

*Data Type:* Portable Document Format (PDF)

*Custodian:* Not applicable

*Frequency Collected:* Daily

*Frequency Updated:* On demand (manual updates upon vendor release)

---

*Vendor:* **Environmental Systems Research Institute (ESRI)**

*Product:* **ArcGIS**

*Purpose:* Geographic Information Systems (GIS) mapping software to collect and display spatial and tabular data.

*Data Type:* Geodatabase, Shapefiles

*Custodian:* Not Applicable

*Frequency Collected:* As Needed

*Frequency Updated:* On demand (manual updates upon vendor release)

---

*Vendor:* **Nuance**

*Product:* **Dragon Naturally Speaking, v13**

*Purpose:* Talk to text software

*Data Type:* Language to text writer

*Custodian:* Executive Director

*Frequency Collected:* As Needed

*Frequency Updated:* On demand (manual updates upon vendor release)

---