

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

Updated: *December 11, 2019*

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, Paint and 365**

System Purpose: For creating administrative documents, photo editing 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** and Acrobat Pro DX

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: **Canva**

Product: **Canva online**

Purpose: Graphic-Design Tool Website

Data Type: Graphic design

Custodian: Not applicable

Frequency Collected: As Needed

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

Vendor: **Hootsuite**

Product: **Hootsuite Enterprise**

System Purpose: Social media management platform

Data Type: Social media posting

Custodian: Not applicable

Frequency Collected: As needed

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

Vendor: **Buffer**

Product: **Buffer app**

System Purpose: Social media management platform

Data Type: Social media posting

Custodian: Not applicable

Frequency Collected: As needed

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

Vendor: **Repost**

Product: **Report for Instagram**

Purpose: Social media management platform

Data Type: Social media posting

Custodian: Not Applicable

Frequency Collected: As Needed

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

Vendor: **Facebook**

Product: **Facebook Pages**

Purpose: Social media management platform

Data Type: Social media

Custodian: Not applicable

Frequency Collected: As Needed

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

Vendor: **Facebook**

Product: **Instagram**

Purpose: Photo and video-sharing social networking

Data Type: Social media

Custodian: Not applicable

Frequency Collected: As Needed

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

Vendor: **Google**

Product: **Google Office Suite**

Purpose: Calendars, forms, photos

Data Type: Various administration tools

Custodian: Not applicable

Frequency Collected: As Needed

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

Vendor: **ClickTime**

Product: **ClickTime**

Purpose: Online timesheet platform

Data Type: Timesheets

Custodian: Patty Pell, Admin; Chris Lim, Executive Director

Frequency Collected: As Needed

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

Vendor: **Square**

Product: **Weebly**

Purpose: Online webpage creation and hosting

Data Type: Html

Custodian: Heidi Petty, IT

Frequency Collected: As Needed

Frequency Updated: Not applicable (online)

Vendor: **PDFsam**

Developer: Andrea Vacondio

Product: **PDFsam Basic**

Purpose: Java script

Data Type: Java

Custodian: Not applicable

Frequency Collected: As Needed

Frequency Updated: Not applicable (online open source)

Vendor: **Word Press Foundation**

Product: **Word Press**

Purpose: Content management system

Data Type: PHP and MySQL

Custodian: Not applicable

Frequency Collected: As Needed

Frequency Updated: Not applicable (online)