

ADDRESS: **Cordova Recreation and Park District**

2729 Prospect Park Drive, 230

Rancho Cordova, CA 95670

PHONE: 9168423323

Enterprise System Catalog:

NOVEMBER 30, 2020

VENDOR AND PRODUCT: **Active Network, LLC, ActiveNet**

SYSTEM PURPOSE: Youth and Adult Recreation and Sports Reservation System, Senior Program Reservation System, and Facility Reservation System

CATEGORIES/TYPES OF DATA: Customer contact Information, class type, location, and customer billing information (encrypted)

DEPT./PRIMARY CUSTODIAN: Recreation

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **American Reprographics Company, LLC, ARC**

SYSTEM PURPOSE: Achive Storage and Backup of Public Documents

CATEGORIES/TYPES OF DATA: Board approved documents, legal documents, and other record retention required documents

DEPT./PRIMARY CUSTODIAN: Clerk of the Board

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **WordPress.com, WordPress**

SYSTEM PURPOSE: Website software used for District website

CATEGORIES/TYPES OF DATA: Program offering, site locations, special events, and district contact information

DEPT./PRIMARY CUSTODIAN: Recreation

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Microsoft, Microsoft Office Suite**

SYSTEM PURPOSE: Word Processing, Spreadsheet, Mail, and Database

CATEGORIES/TYPES OF DATA: Word documents, budget data, office communication, and inventory management

DEPT./PRIMARY CUSTODIAN: Administration

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Intuit, Quickbooks**

SYSTEM PURPOSE: Payroll and project tracking

CATEGORIES/TYPES OF DATA: Employee work hours, employee time spent on projects, and employee time off

DEPT./PRIMARY CUSTODIAN: Human Resources

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **NeoGov.com, NeoGov**

SYSTEM PURPOSE: Human Resources software for producing job descriptions, job announcements, and posting job openings

CATEGORIES/TYPES OF DATA: Employee classifications, employee pay range, current employment openings

DEPT./PRIMARY CUSTODIAN: Human Resources

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Xero.com, Xero**

SYSTEM PURPOSE: Tracking budget, tracking vendors payments, tracking project information, and producing audit reports

CATEGORIES/TYPES OF DATA: Budget expenditures, vendor payments (including vendor contact information) and project data expenditures.

DEPT./PRIMARY CUSTODIAN: Finance

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Google, Google Drive**

SYSTEM PURPOSE: Storing and posting of Board documents

CATEGORIES/TYPES OF DATA: Board Agendas and Board Minutes

DEPT./PRIMARY CUSTODIAN: Clerk of the Board

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed



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