

SYSTEM VENDOR	PRODUCT	PURPOSE	DESCRIPTION OF CATEGORIES OR DATA TYPES	PRIMARY CUSTODIAN DEPARTMENT	FREQUENCY OF SYSTEM DATA COLLECTION	FREQUENCY OF SYSTEM DATA UPDATES
Accela	NovusAgenda	Agenda management	Agenda and supporting staff reports for Districts' Board of Directors study session, special, and regular meetings	District Clerk	As Needed	As Needed
Accela	GovOutreach	Citizen Relationship Manager	Citizen requests requiring District staff's attention	District Clerk	As Needed	As Needed
Accela	Springbrook	Employee maintenance	Run reports to reconcile benefits billing; Employee general maintenance, including deductions, compensation, benefits; web approvals; Employee Self-service center administration	Human Resources	Daily	As Needed
City Works		CMMS	Sewer maint	Waste Water	Daily	As Needed

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Department of Motor Vehicles	File Generation System	Employee pull notices	Notification of suspension/revocation of license; medical certificate and driver license expiration notification for employees who drive District vehicles	Human Resources	As Needed	As Needed
ECS	Laserfiche	Document archival	Contracts, Districts' legislative history, Engineering drawings	ALL	Daily	As Needed
Microsoft	Exchange	District's Email	Email/Calendaring	IT	Daily	Constantly
Microsoft	MS Office (Word – Excel - Outlook)	Documents	Word – Excel - Outlook	ALL	Daily	Constantly
SDRMA	Target Solutions	Staff training	Safety training management	Human Resources	Weekly	As Needed
Symantec	Backup Exec	Daily Backup	Daily Backup	IT	Daily	Constantly