

Public Records Act: SB 272

ENTERPRISE SYSTEM CATALOG:

(Pursuant to CA Government Code 6270.5)

as of November 26, 2024

Santa Ynez River Water Conservation District
3669 Sagunto St., Suite 101, Santa Ynez, CA 93460

Phone: 805-693-1156

Vendor and Product:	Adobe, Acrobat/Acrobat Pro/Creative Cloud
System Purpose:	Create and archive documents
Categories / Types of Data:	Documents and Forms
Dept / Primary Custodian:	District Administrator
Frequency of Collection:	As needed
Frequency of Update:	As needed

Vendor and Product:	Google, Google Earth Pro
System Purpose:	Parcel location mapping
Categories / Types of Data:	Groundwater production locations
Dept / Primary Custodian:	District Administrator
Frequency of Collection:	As needed
Frequency of Update:	As needed

Vendor and Product:	Intuit, Quickbooks Time
System Purpose:	Employee timekeeping and project time tracking
Categories / Types of Data:	Employee timekeeping and project time tracking
Dept / Primary Custodian:	District Administrator
Frequency of Collection:	As needed
Frequency of Update:	As needed

Vendor and Product:	Microsoft, Office Suite
System Purpose:	Word processing, spreadsheet, publications and database creation
Categories / Types of Data:	System of record for agenda, minutes, resolutions, contracts and groundwater production
Dept / Primary Custodian:	District Administrator
Frequency of Collection:	As needed
Frequency of Update:	As needed

Vendor and Product:	Microsoft, Outlook
System Purpose:	Email system
Categories / Types of Data:	Email messages
Dept / Primary Custodian:	District Administrator
Frequency of Collection:	Every day
Frequency of Update:	Every day

Vendor and Product:	Microsoft, Teams
System Purpose:	Employee collaboration, video/audio meetings
Categories / Types of Data:	Remote working & collaboration
Dept / Primary Custodian:	District Administrator
Frequency of Collection:	As needed
Frequency of Update:	As needed

Vendor and Product:	Sophos
System Purpose:	Technology: Virus protection, email spam blocker
Categories / Types of Data:	Communication
Dept / Primary Custodian:	District Administrator
Frequency of Collection:	As needed
Frequency of Update:	As needed

Vendor and Product:	Zoom
System Purpose:	Video/audio meetings/conference calling, Employee collaboration
Categories / Types of Data:	Communication
Dept / Primary Custodian:	District Administrator
Frequency of Collection:	As needed
Frequency of Update:	As needed
