

ADDRESS: **Cachuma RCD**

Enterprise System Catalog:

DECEMBER 3, 2021

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

SYSTEM PURPOSE: For creating administrative documents and email management

CATEGORIES/TYPES OF DATA: Various Microsoft Office file types

DEPT./PRIMARY CUSTODIAN: Not applicable

FREQUENCY OF COLLECTION: Every day

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Adobe, Acrobat**

SYSTEM PURPOSE: Document imaging/management

CATEGORIES/TYPES OF DATA: Portable Document Format (PDF)

DEPT./PRIMARY CUSTODIAN: Not applicable

FREQUENCY OF COLLECTION: Every day

FREQUENCY OF UPDATE: As needed

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