

**Public Records Act: SB 272**  
**ENTERPRISE SYSTEM CATALOG:**  
(Pursuant to CA Government Code 6270.5)

as of May 7, 2020

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

Phone: 805-693-1156

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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

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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

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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

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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

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Vendor and Product:	Amazon, Chime
System Purpose:	Video & Audio conference calling
Categories / Types of Data:	Communication
Dept / Primary Custodian:	District Administrator
Frequency of Collection:	As needed
Frequency of Update:	As needed

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Vendor and Product:	Adobe, Acrobat
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

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Vendor and Product:	Intuit, QuickBooks Pro
System Purpose:	SGMA GSA Accounts Money Management
Categories / Types of Data:	Accounts Payable, Accounts Receivable (SGMA GSA accounts)
Dept / Primary Custodian:	District Administrator
Frequency of Collection:	As needed
Frequency of Update:	As needed

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