

Diablo Community Services District  
Enterprise Systems  
December 2021

<b>Vendor</b>	<b>Product</b>	<b>Purpose</b>	<b>Categories/Types of Data</b>	<b>Custodian</b>	<b>Collection Frequency</b>	<b>Update Frequency</b>
Microsoft Inc.	Office 2011/13	Office Suite productivity software	District documents and spreadsheets	Directors and General Manager	Daily	As needed
Adobe Systems	Adobe Acrobat	PDF Document management software	District PDF document management	Directors and General Manager	Daily	As needed
Go Daddy	Office 365 email	Email management software	District emails	Directors and General Manager	Daily	As needed
Go Daddy	Website Builder	Website development software	District website management	General Manager	As needed	As needed
Intuit	Quickbooks	Financial management software	District accounting and financial records	Outside Accountant	Monthly	As needed
Sage	Sage 50	Financial management software	District accounting and financial records	General Manager	Weekly	As needed