# Laguna Beach County Water District

## SB272 Data Collection Software

| Product | Vendor | Purpose | Data Category | Custodian | Collection Frequency | Update Frequency |
|---|---|---|---|---|---|---|
| Abila | MIP | Accounting | Financial | Finance | Daily | N/A |
| UMS | CUSI | Billing / Customer Svc | Billing | Customer Service | Daily | N/A |
| Efile Cabinet | Efile Cabinet | Records Management | Data Storage | Human Resources | Daily | N/A |
| REMIT Plus | Profit Stars | Check Processing | Billing & Collections | Customer Service | Daily / Weekly | N/A |
| ARCGIS | ESRI | GIS / Mapping | Geolocation | Engineering & Operations | Daily | N/A |
| Backflow Monitor | Internal | Backflow Management | Operations | Water Quality | As Needed | N/A |
| Office | Microsoft | Outlook Email / Calendar Tracking | Business Correspondence | Human Resources & Finance | Daily | Daily |
| Office (cont) | Microsoft | Word / Excel / PowerPoint | Business Letters, Documents, Spreadsheets & Presentations | Human Resources & Finance | Daily | Daily |
| Revu | Bluebeam | PDF Documents | Business PDF Creation & Markups | Customer Service & Finance | Daily | Daily |
| Reader | Adobe | PDF Documents | Business PDF Viewing | Customer Service & Finance | Daily | Daily |

1-Jul-16

**Notes:** In accordance with 6270.5, this document is available on the District's website, lagunabeachwater.com, and may be requested by the public at the District's headquarters office. This document is updated annually. For this document, an enterprise system is a multidepartment system of record. This catalog excludes:
(A) Information technology security systems, including firewalls and other cyber security systems.
(B) Physical access control systems, employee identification management systems, video monitoring, and other physical control systems.
(C) Infrastructure and mechanical control systems.
(D) Systems that would be restricted from disclosure pursuant to Section 6254.19 of the Government Code.
(E) The specific records that the information technology system collects, stores, exchanges, or analyzes.
Nothing in this section shall be construed to permit public access to records held by an agency to which access is otherwise restricted by statute or to alter the process for requesting public records, as set forth in this chapter.