					Collection	Update
Vendor	Product	Purpose	Types of Data	Custodial Dept.	Frequency	Frequency
Corbin-Willits	Multiple Operations	Utility Billing and	Customer Data, Usage			
Systems, Inc.	Manager	Accounting	Data, Accounting Data	Support Services	weekly	as needed
			Board Agendas, Board			
I			Minutes, other			
			reports and			
			correspondence,			
		Creating documents,	spreadsheets,			
Microsoft	Office 2016	Analyzing data	databases	Support Services	as needed	as needed
Microsoft	Exchange	Email	Email	Support Services	as needed	as needed
			Customer Data,			
		Parks & Recreation	Program Data,			
RC Systems, Inc.	RecPro	programs and billing	Price/Discount Data	Parks & Recreation	as needed	as needed
SEMS Technologies,		Maintenance and	Utility, maintenance			
LLC	SEMS	Utility tracking	data	Operations	as needed	as needed