



Silveyville Cemetery District  
800 S. 1<sup>st</sup> Street, Dixon, CA 95620  
(707) 678-5578

## ENTERPRISING SYSTEM CATALOG

March 26, 2018

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**Vendor & Product:** **Microsoft, Outlook**  
**System Purpose:** Exchange emails, correspondence, calendar, task manager, contact manager, appointments  
**System Purpose:** Appointments, emails, tasks, due dates  
**Dept./Primary Custodian:** Not applicable  
**Frequency of Collection:** Daily  
**Frequency of Update:** Daily

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**Vendor & Product:** **Microsoft, Excel**  
**System Purpose:** Spreadsheets, Burial Information, Log, Checklist, Fee Schedule  
**System Purpose:** Burial location, logs, checklists  
**Dept./Primary Custodian:** Admin. Staff  
**Frequency of Collection:** As Needed  
**Frequency of Update:** As Needed

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**Vendor & Product:** **Microsoft, Word**  
**System Purpose:** Board meeting agenda and minutes, correspondence, administrative documents.  
**System Purpose:** Board meeting information, policies, procedures, agendas and minutes.  
**Dept./Primary Custodian:** Admin. Staff  
**Frequency of Collection:** As Needed  
**Frequency of Update:** As Needed

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**Vendor & Product:** **Cemetery Software System**  
**System Purpose:** Burial information, burial records  
**System Purpose:** Cemetery records, burial records  
**Dept./Primary Custodian:** Not Applicable  
**Frequency of Collection:** As Needed  
**Frequency of Update:** As Needed