

Address: Sylvan Cemetery District
7401 Auburn Blvd.,
Citrus Heights, CA 95610

Phone: (916) 725-3406

ENTERPRISE SYSTEM CATALOG:
September 29, 2016

Vendor and Product: Microsoft, Word

System Purpose: Board Meeting Agendas & Minutes, Correspondence, Administrative Documents, Annual Audit Reports, Financial Reports, Budget.

Categories/Types of Data: Contact information, Burial Information, Board Meeting Information, District Financial Information, Agenda & Minutes, Budget.

Dept./Primary Custodian: Not Applicable

Frequency of Collection: As Needed

Frequency of update: As Needed

Vendor and Product: Microsoft, Excel

System Purpose: Administrative Documents, Financials Reports, State Controllers Report.

Categories/Types of Data: Board Meeting Information, District Financial Information, Special Reports.

Dept./Primary Custodian: Not Applicable

Frequency of Collection: As Needed

Frequency of update: As Needed

Vendor and Product: Quickbooks

System Purpose: Record of Monthly Financials and Statements

Categories/Types of Data: District's financial information, names of vendors.

Dept./Primary Custodian: Not Applicable

Frequency of Collection: As Needed

Frequency of update: As Needed

Vendor and Product: CemSafe

System Purpose: Burial Records

Categories/Types of Data: Decendent's name, address of record, date of birth, date of death, location Of death, date of interment, type of interment, veteran status, gender, Location of interment, name and address of mortuary, Informant's name And contact information, prices and products purchased and paid.

Dept./Primary Custodian: Not Applicable

Frequency of Collection: As Needed

Frequency of update: As Needed
