

# IPC Enterprise System Catalogue

System Vendor	System Product	Brief Statements of System's Purpose	General Description of Categories or Types of Data	Dept. that Serves as the System's primary Custodian	How Frequently System Data is Collected	How Frequently System Data is Updated
<b>Horde</b>	IMP	District's email software	Email & website	Office Manager		Constantly
<b>Horde</b>	Groupware	Calendar management	Calendar	Office Manager		As needed
<b>Horde</b>	WAF	Website management	Website	Office Manager		As needed
<b>ESRI</b>	ArcGIS	Geographic map layer database	Cemetery plots purchases and interments	Office Manager	At time of plot purchase and burials	As Needed
<b>Internal</b>	Excel	Property Inventory	Property information data	Office Manager	As needed	As needed
<b>Internal</b>	Excel	Cemetery Catalogue	List of interments	Office Manager	At time of plot purchase and burials	As needed
<b>Microsoft</b>	Microsoft Office	Create, edit & view documents, spreadsheets, presentations, etc.	Various	Office Manager		AS needed
<b>Carbonite</b>	Back-up system	Daily backups of all files on computer	All files	Office Manager	Daily	Daily