

**NEVADA COUNTY RESOURCE CONSERVATION DISTRICT
POLICIES & PROCEDURES**

CATEGORY:	Admin	SUBJECT:	Enterprise System
ADOPTED:	11/14/2022	REVISED:	1/19/24

- I. Purpose:** The purpose of this policy is to ensure that the Nevada County Resource Conservation District (District) is in compliance with Senate Bill 272 that requires local agencies to create a catalog of Enterprise Systems by July 1, 2016.
- II. Definitions:**
- A. An Enterprise System is a software application or computer system that collects, stores, exchanges and analyzes information that the District uses that is both of the following:
 - i. A multi-departmental system that contains information collected about the public.
 - ii. A system that serves as an original source of data within the District.
 - B. An Enterprise System does not include any of the following:
 - i. Information Technology security systems, including firewalls and other cybersecurity systems.
 - ii. Physical access control systems, employee management systems, video monitoring and other control systems.
 - iii. Infrastructure and mechanical control systems.
 - iv. Systems related to 911 dispatch and emergency services.
 - v. Systems that would be restricted from disclosure by Section 6254.19
 - vi. The specific records that the information technology systems collect, stores, exchanges or analyzes.
- III. Policy/Guidelines**
- A. The catalog of enterprise systems shall contain the following:
 - i. The product's name.
 - ii. The product's vendor.
 - iii. The purpose system's purpose.
 - iv. The type of data the system collects, stores, exchanges, or analyzes.
 - v. The department that is the prime custodian of the system.
 - vi. The frequency that the system is used.
- IV. Procedures:**
- A. The Executive Director/District Manager shall create an initial catalog of enterprise systems that contains the items above.
 - B. A staff member delegated by the Executive Director/District Manager shall revise the catalog as needed and ensure the catalog is posted to the website under the heading of "Transparency".
- IV. Authorization:** Pursuant to Title 9 of the Government Code, the Resource District Board of Directors has the power to conduct, manage and control the affairs of the corporation and to make such rules and regulation therefore not inconsistent with law, the Articles or the Bylaws.

Briana Bacon
Executive Director

**NEVADA COUNTY RESOURCE CONSERVATION DISTRICT
POLICIES & PROCEDURES**

NCRCD Enterprise Systems – 11/08/2022

PRODUCT	VENDOR	PURPOSE	DATA TYPE	CUSTODIAN	FREQUENCY
Finance Plus	Central Square 11/2017	Accounting	Financial	County Controller Executive Asst	Weekly
Photoshop	Adobe 10/2017	Publications	Communications	Executive Asst	Daily
InDesign	Adobe 10/2017	Publications	Communications	Executive Asst	Daily
Outlook	Microsoft 10/2017	Communication	Office Mail	STAFF	Daily
Acrobat	Adobe 4/2018	Publications	Communications	STAFF	Daily
Zoom	Zoom 11/2020	Communication	Communication	STAFF	Daily
Word Press	R & B 11/2021	Web Page	Communications	R & B	Daily
Chrome	Google 2/2021	Web Browser	Communication	STAFF	Daily
Firefox	Mozilla 2/2021	Web Browser	Communication	STAFF	Daily
Facebook	Facebook 9/2021	Communication	Communication	STAFF	Daily
Microsoft Edge	Microsoft 11/2021	Web Browser	Communication	STAFF	Daily
Microsoft 365	Microsoft 12/2022	Word Processing, Lists, Financial Reports Email, Calendar, Contacts	Text, Data Email	STAFF	Daily
WordPress	WordPress 12.2021	Communication	Web Site	STAFF	Daily
Microsoft Teams	Microsoft 7/2022	Communication	Communication	STAFF	Occasionally