

IMD 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
Microsoft	Outlook	District's email software	Email	Admin Assistant		As Needed
Microsoft	Outlook	Calendar Management	Hall Rentals	Admin Assistant		As Needed
Microsoft	Microsoft Office	Create, edit & view documents, spreadsheets, presentations, etc.	Various	Admin Assistant		AS needed
Vision	Vision Line	Website content Management System (CMS)	Website content, page info, agendas, minutes, calendar, Hall Rental info	Admin Assistant		Monthly and As needed
Carbonite	Back-up system	Daily backups of all files on computer	All files	Admin Assistant	Daily	Daily