

ADDRESS: **Solano Local Agency Formation Commission**
675 Texas St. Suite 6700
Fairfield, CA 94533

PHONE: 707-439-3898

Enterprise System Catalog:

JULY 3, 2018

VENDOR AND PRODUCT: **Dropbox, Dropbox**

SYSTEM PURPOSE: Storing agency's records.

CATEGORIES/TYPES OF DATA: Agency's administrative records.

DEPT./PRIMARY CUSTODIAN: Solano LAFCO

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Microsoft, Office Suite (Word, Excel, PowerPoint, Outlook)**

SYSTEM PURPOSE: Administrative documents

CATEGORIES/TYPES OF DATA: Administrative records: agendas, staff reports, resolutions, minutes, correspondences, notices, memos

DEPT./PRIMARY CUSTODIAN: Solano LAFCO

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Adobe , Acrobat X Pro**

SYSTEM PURPOSE: Administrative documents

CATEGORIES/TYPES OF DATA: Administrative records: agendas, staff reports, resolutions, minutes, correspondences, memos, notices,

DEPT./PRIMARY CUSTODIAN: Solano LAFCO

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **SoundCloud, SoundCloud**

SYSTEM PURPOSE: Stores audio files of meetings.

CATEGORIES/TYPES OF DATA: Audio file of meetings.

DEPT./PRIMARY CUSTODIAN: LAFCO

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

