

Address: KimsheW Cemetery District
PO Box 97
Magalia, CA 95954

Phone: 530-877-1734

ENTERPRISE SYSTEM CATALOG:
June 30, 2016

Vendor and Product:	Microsoft, Word/Word Perfect
System Purpose:	Board Meeting Agendas & Minutes, Correspondence, Administrative Documents, Financial Reports, Budget Reports
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:	Correspondence, Administrative Documents, Financials Reports, State Controllers Report, Record of Monthly Financials and Statements, Payroll Records, Burial Records
Categories/Types of Data:	Board Meeting Information, District Financial Information, Special Reports, District's financial information, record of receipts, decedent's name, date of birth, date of death, cemetery location, internment or inurnment, veteran status, prices paid
Dept./Primary Custodian:	Not Applicable
Frequency of Collection:	As Needed
Frequency of update:	As Needed
