

Auburn Public Cemetery District
1040 Collins Dr.
Auburn, CA 95603
530-885-5922

Enterprise System Catalog:

VENDOR AND PRODUCT: **CemSafe**, Cemetery Database
SYSTEM PURPOSE: Burial records
CATEGORIES/TYPES OF DATA: Interment Rights Ownership Records: Plot Location, Names, Addresses
Decedent Records: Location, Name, Address, Burial Type, Informant
DEPT./PRIMARY CUSTODIAN: Not Applicable
FREQUENCY OF COLLECTION: As Needed
FREQUENCY OF UPDATE: As Needed

VENDOR AND PRODUCT: **Microsoft Word**, Microsoft Corporation
SYSTEM PURPOSE: Correspondence, Board Meeting Agendas, Board Meeting Minutes, Financial Reports, Administrative Documents
CATEGORIES/TYPES OF DATA: Board Meeting Information, Contact Information, Burial Information, Financial Information
DEPT./PRIMARY CUSTODIAN: Not Applicable
FREQUENCY OF COLLECTION: As Needed
FREQUENCY OF UPDATE: As Needed

VENDOR AND PRODUCT: **Microsoft Excel**, Microsoft Corporation
SYSTEM PURPOSE: Financial Reports, Administrative Documents, Special Reports
CATEGORIES/TYPES OF DATA: Board Meeting Information, Contact Information, Burial Information, Financial Information
DEPT./PRIMARY CUSTODIAN: Not Applicable
FREQUENCY OF COLLECTION: As Needed
FREQUENCY OF UPDATE: As Needed

VENDOR AND PRODUCT: **Quickbooks**, Intuit, Inc.
SYSTEM PURPOSE: Record District Finances
CATEGORIES/TYPES OF DATA: Financial Information
DEPT./PRIMARY CUSTODIAN: Not Applicable
FREQUENCY OF COLLECTION: As Needed
FREQUENCY OF UPDATE: As Needed

VENDOR AND PRODUCT: **Wix**, Wix.com, Inc. auburncemetery.com
SYSTEM PURPOSE: Public Web Presence
CATEGORIES/TYPES OF DATA: Trustee Information, Agendas, Directions
DEPT./PRIMARY CUSTODIAN: Not Applicable
FREQUENCY OF COLLECTION: As Needed
FREQUENCY OF UPDATE: As Needed