

CA Gov Code 6270.5 (SB 272) Compliance

	1	2	3	4	5	6	7	8
	Vendor	Product	Purpose	Data Type	Custodian	Collected Freq	Updated	Retained
1	Microsoft	Office 365	General Documents	Word, Pictures, spreadsheets	IT Dept	Daily	Daily	varies
2	Tyler Technology	Fund Balance	Accounting	encoded financial data	Vendor and IT Dept	Daily	Daily	10 yr max
3	Axient	Backup Software	Data Backup	Compressed data	Vendor and Alvarez Technology Goup	Daily	Daily	until space is full, then rotated
4	Focus FX Design and Marketing Agency	Pagelime content management system	Web Site Design	HTML and Java	Vendor and IT Dept	as needed	as needed, weekly and monthly	updated version available
5	Wix		Web Site Design	HTML and Java	Vendor and IT Dept	as needed	as needed, weekly and monthly	updated version available
	None	Typewritten Pages	Volumes of written minutes and records of meetings	Typewritten pages	City Manager's Dept	monthly	updated regularly after meetings	10 year max

updated

08/31/2016