

**Town of Loomis Catalog of Enterprise Systems
SB 272 – Public Records Act Enterprise System Catalog**

Vendor	Product	Purpose	Types of Data	Custodian	Frequency	
					Collected	Updated
Adobe	Adobe	Converting documents to PDF files, edit , arrange,	Forms and documents	Town Wide	As Needed	As Needed
Advantel	Advantel	Telephone Applications	Voicemail, Telephone Call Records	Town Wide	Daily	Daily
Laserfiche	Laserfiche	Document Management/ Storage and Retention of Documents	Records Management System for Database of Archived Forms and Documents	Town Clerk's Office	As Needed	As Needed
Microsoft Office	Microsoft Corp.	Document Management	Interdepartmental Database of Forms and Documents	Information Technology	Daily	Daily
Microsoft	Exchange	Email System	Electronic Mail	Information Technology	Daily	Daily
Microsoft Dynamics/ Great Plains	Microsoft Dynamics/ Great Plains	Financial Management that Provides Payroll, Warrants, Business License, Fixed Assets	Payroll, Budget, expenditures and revenues, budget reports, Chart of accounts, Financial Reporting, Funding Sources	Finance Director's Office	Daily	Daily
Quality Code Publishing	Quality Code Publishing	Online Search Tool	Municipal Code	Town Clerk's Office	As Needed	As Needed
WordPress	WordPress	Website Content Management System	Web Pages, Images, and documents	Town Clerk & Planning Assistant's Office	As Needed	As Needed