

CAPISTRANO BAY DISTRICT
AGENDA REPORT
November 5, 2013

Managers Reports

ITEM J.3

DISTRICT DOCUMENT STORAGE INVENTORY

The District currently rents storage space at American Mini Storage nearby in Doheny Village at a monthly rate of \$103.50 (prepaid at 6 month intervals). The storage unit is ground floor and the size is 5' x 5' x about 10 feet high.

Up until September the District had two such units. However, a long weekend of consolidation and document destruction reduced the required storage down to the current single 5x5 unit.

The following two pages comprises an inventory list of the documents and misc. items currently in storage at \$103.50 per month.

As we progress into the holiday season, it's likely that I will have time to begin a second consolidation effort of the remaining documents and items as per the request by the Board that anything left worth keeping should be brought over to Beach Road and stored in the north gate maintenance yard in some kind of storage structure and vacate the remaining storage unit once and for all.

The financial records are subject to document retention and cannot be destroyed for several years and so must be retained for a few more years. Each year we will be able to destroy one more box of financial records until they're all gone. All current financial records are now retained at Webb Management's facility so the District will not be accumulating additional financial records.

Storing paper files onsite near the beach is going to require a sturdy weather-tight container of some kind. There is plenty of space for such a container, it's just a matter of finding the appropriate structure.

There's always the possibility of sending the financial documents to Iron Mountain Storage but then we're back to paying a monthly fee again, however, it is most likely less than our current rent.

I would like the months of November and December to make one more effort at consolidation before making a commitment to alternate storage if the Board is willing to review this again in January.

Doc. Storage Inventory

No. of Boxes

SHELF RACK (L) (left)

1	Financials 05-06 & 06-07 (transmittals)
1	Fin. Rpts 06-07
1	" 07-08 & 08-09 (Transmittals)
1	Fin Rpts 08-12 (Audit binders)
1	" 11-12 (transmittals)
1	" 09-10 "
1	" 11-12 "
1	" 11-12 Reports
2	AD 99-1 Formation Docs
3	Electronic Items: headphones mic, speakers (left over from meeting recording)
1	Entry Project Plans/files
1	Fin Rpts 05-06
1	Toshiba Copier attachments
1	Misc. Electronic stuff / sound level meter
1	Road repair survey / AD 99-1 vote ballots
1	CCC Docs / Suisanti RR parking plans
1	old storm drain photos / misc. Docs to be scanned
1	old employee termination file 04-05
1	left over hanging files & binders
2	Minutes Files 1990 - 2002
1	Misc. plug-in strips, cords, etc

25 boxes

1	bamboo gate arm
2	white wood gate arms
1	Poinsettia Xmas wreath

DOC. Storage Inventory

No. of Boxes

Shelf RACK (C) (center)

- 1 Fin Rpts - 07-08 (cancelled checks etc)
- 1 User Fee Bkgrnd / DIF Bkgrnd / old legal files
- 2 Misc. stuff to sort / purge
- 1 Coastal Commission
- 1 Disaster Preparedness
- 1 infrastructure maint.
- 1 Beach / Debris Cleanup 2005 El Nino - misc files w/ photos
- 1 left over stationery: window envelopes, note pads
- 1 extra radar gun parts
- 1 small box of bolts for rubber speed cushions
- 9 office files that are now digitized
- 2 tubs Blueprints: Entry Project & Road Project
- 1 trash can of old blueprints
- 1 unused file storage boxes (Qty - 21)

Shelf RACK (R) (right)

- 1 wheelbarrow light bar parts
- 1 unused ring binders
- 1 MHTL Surveys
- 1 tub " "
- 2 Security Activity Reports
- 1 Minutes 1960 - 1989
- 1 empty plastic tub
- 2 NO FIREWORKS signs
- 1 SERVCO tripod / Builders level
- 1 6 ft. stepladder
- 4 3'x4' maps of Road showing Power Poles / new street lights / etc
- 3-4 Road signs: YIELD SPEED LIMIT

~ 30 boxes

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