

CRESTLINE SANITATION DISTRICT

MEMORANDUM

DATE: February 13, 2025

TO: BOARD OF DIRECTORS
Crestline Sanitation District

FROM: DAWN GRANTHAM
General Manager

SUBJECT: Digitizing Paper Records

A. RECOMMENDATION

To look into different forms of digitizing historical documents.

B REASON FOR RECOMMENDATION

After the recent fires in California, it has made me more aware of historical documents the District has in the file cabinets. Some of the documents date back before 1950. Currently the District has an on-site server, but cannot support this amount of information.

C. OTHER INFORMATION

There are many companies that will take the documents and scan them to a server, cd, or thumb drives. It can then be placed in a lockbox at the bank or other fireproof safe. All physical documents would be returned to the District. Due to the number of files and different size documents it would take years and a special scanner and large server to accomplish this in-house.

D. PERSONNEL & CUSTOMER INFORMATION

No personnel files or personal customer information will be included in this, this is only for historical files and projects.

E. COSTS

Until we look into this further, I am unsure of cost. If authorization is given to look further into this it could be a part of the 2025-26 budget.