

<i>Types of Non-Spatial Data/Info to be Managed</i>		<i>Methods to Manage that Data/Info</i>		
		<b>SPNHF pre-2017</b>	<b>SPNHF post-2017</b>	<b>TNC</b>
<b>Landowner</b>	LO Contact Info	Conservation Connections	LOCATE	Outlook & Baseline
	Relevant Personal Info			Outlook
	Other Contacts (Forester, Property Manager)			Baseline & Files Excel, AGOL/Collector
	Other Contacts (Recreational Access)			
	Contact Dates & Reasons			
	Correspondence (Written & Phone)	Files (Paper & Digital)	Files (Digital)	Files (Paper & Digital)
	Correspondence (Email)	Outlook Folders; Important Items Archived Hard & Digital Files (PDF)		Outlook Folders; Important Items Archived Hard & Digital Files
<b>CE Deed</b>	CE Deed	Fire Safe Folder & Digital		Fire Safe Baseline Binder & Digital
	CE Date	Conservation Connections	LOCATE	Baseline, Excel & TNC database
	CE Recording Info			
<b>Baseline Report</b>	Baseline	Fire Safe Binder & Digital		Fire Safe & Digital & WO
	Baseline Date	Conservation Connections	LOCATE	Fire Safe & Digital & WO
	Changed Conditions Report	Fire Safe Binder & Digital		Fire Safe & Digital & WO
<b>Annual Monitoring</b>	Monitor Name	Conservation Connections	LOCATE	Excel & AGOL/Collector
	Monitor Frequency			Baseline & TNC database
	Monitor Dates			Excel, AGOL/Collector, & TNC database
	Status			
	Annual Cost (Time & \$)	Dept Budget		Excel & Budget Centers
	Monitoring Report	Fire Safe & Digital	LOCATE	AGOL/Collector, Digital Folders, SharePoint Library, Baseline Binder
<b>Beyond the Usual</b>	Discretionary Consents	Conservation Connections, Fire Safe & Digital	LOCATE, Fire Safe & Digital	Baseline Binder, Digital Folders, Legal Monitoring Issues Committee Minutes & Supporting information, Possibly CCR
	Letters of Interpretation			
	Exercise of Reserved Rights			
	Amendments			
	Condemnations			
	Violations			
<b>Action Tracking</b>	Action	Not standardized, Outlook, Monitoring Reports, etc.	LOCATE	Excel Tracking Sheet; Also noted in Annual Monitoring Reports (and thus in AGOL/Collector)
	Date (Start & End)			
	Doer			
	Priority			
	Status (Pending, Initiated, Completed)			