Continuity of Operations Planning: Awareness

Assess: Records

Indicate the records required to support your organization’s/department’s essential functions

*Source: COOP for Smaller CBOs, Volunteer Florida, The Governor’s Commission on Volunteerism & Community Service*

|  |  |  |  |
| --- | --- | --- | --- |
| **Records Type** | **Storage Form & Location** | **Backup Protection** | **Staff Member Responsible for Records** |
| *Example: Financial* | *Stored on network database* | *Backed up on flash drives weekly and hard copies stored in off-site facilities.* | *Chris Smith, Office Manager* |
| Financial Records |  |  |  |
| Personnel Records |  |  |  |
| Client Records |  |  |  |
| Legal Documents |  |  |  |
| COOP Plan |  |  |  |