**Operations Information – Tool #4**  
Smaller organizations (i.e., fewer than five staff members) may find this section especially helpful. In large organizations there are, typically, other staff (e.g., chief financial officer, Human Resources director, etc.) who are the custodians of the organization’s critical documents. In smaller organizations this knowledge often resides only with the EO. If the EO leaves, some of this critical information could get lost or temporarily misplaced. Consider whether capturing this information for your organization would further its sustainability in the event of unexpected EO transition.

Last updated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
**Board Records**

Records may be retained in multiple sites other than the physical location of your office. Locations may include state archives, designated options “in the cloud” or offsite storage. You may need to consult with your organization or state Information Technology (IT) staff and public records personnel to obtain some of this information.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Onsite Location** | **Offsite Location** | **Online URL** |
| Statutes/Rules/  Regulations/Guidelines |  |  |  |
| Board Minutes |  |  |  |
| Board Seal |  |  |  |
| Policies and Procedures |  |  |  |
| Personnel Files |  |  |  |
| Emergency Management/  Disaster Plan |  |  |  |

**Financial**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Onsite Location** | **Offsite Location** | **Online URL** |
| Financial Statements |  |  |  |
| Tax Exemption Certificate |  |  |  |
| Budget |  |  |  |

**Authorized Signatories**

Authorized to make transfers, wire transfers:

Alternative(s):

Authorized check signers?

Is there an office safe? Yes No

Who has the combination/keys?

**Legal Counsel**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Technology**: **Computer Systems**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

URL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Human Resources Information**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Onsite Location** | **Offsite Location** | **Online URL** |
| Employee records/  personnel files |  |  |  |
| Other |  |  |  |

**Payroll**

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payroll Rep: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Long Term Facilities Information**

Office Lease or Building Deed Location:

**Building Management**

Company Name:

Contact Name:

Phone:

Email:

**Office Security System**

Company Name:

Account Number:

Representative Phone Number/Email:

Broker Phone Number/Email:

**Office Security**   
*Example: guard, parking security*

Company Name:

Contact Name:

Phone:

Email:

**Other**

Company Name:

Contact Name:

Phone:

Email:

**Insurance Information**

**Directors and Officers**

Company Name & Policy Number:

Contact Name:

Phone:

Email:

**General Liability**

Company Name & Policy Number:

Contact Name:

Phone:

Email:

**Other***Example: Alternative to Discipline Program*

Company Name & Policy Number:

Contact Name:

Phone:

Email:

**Internal Stakeholders**

|  |  |  |
| --- | --- | --- |
| **Name** | **Position** | **Contact information** |
| *First name, last name* | *e.g., public information*  *officer, Human Resources*  *staff, IT staff, FMLA contact,*  *legislative liaison* | *Email address, street address, phone number* |
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**External Stakeholders**

What are the critical relationships maintained by the EO? How can you spread out the accountability for maintaining each of those relationships? At a minimum, identify those critical contacts here so that they can be followed up with in case the plan is implemented.

|  |  |  |
| --- | --- | --- |
| **External relationship that**  **must be maintained** | **Who is accountable for**  **maintaining?** | **Contact information** |
| *e.g., state nursing associations, key governor’s office contacts, key legislators, state center for nursing* | *e.g., current/interim EO,*  *assistant EO, director of*  *the agency, media or public*  *information officer, board*  *president* | *e.g., street address, email address, telephone number* |
|  |  |  |
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|  |  |  |