Valuable Documents

Portable Container	Off Site	
		Site maps
		Building plans
		Employee contact information including home and cell phones, personal e-mail address, and pager number
		Insurance policies and agent numbers
		Bank account records
		Proof of non-profit status
		Tax identification information
		Property inventory
		Supplier contact list
		Computer backups
		Emergency or law enforcement contact information
		Landlord contact information
		COOP Notebook
		Recovery Notebook
		Other Documents