



LONG BEACH CITY COLLEGE  
**FOUNDATION**

## **Disaster Recovery Policy**

### **Purpose**

Procedures shall be established that would make it possible for the Foundation to reclaim pertinent records and supplies to allow it to continue to operate quickly, efficiently and accurately, in the event that a disaster should strike.

### **Procedure**

1. The Executive Director shall choose an appropriate off-campus location for the secure storage of the pertinent records and materials.
2. The location of the storage place as well as the method of access to the storage place shall be shared with the Foundation's President of the Board of Governors.
3. The following records and supplies shall be stored:
  - a. Sufficient check stock for a minimum of two weeks check writing activity
  - b. Sufficient office stationery (letterheads and envelopes) for two weeks use
  - c. All critical computer records
  - d. Lists of employees and their phone numbers
  - e. List of all Foundation donors and their phone numbers
  - f. Lists of all financial institutions holding Foundation funds
  - g. List of all Foundation officers and their phone numbers
  - h. Any other supplies or records deemed important by the Executive Director for the efficient day-to-day operation of the Foundation.
4. The Disaster Recovery storage shall be reviewed semi-annually by the Executive Director and the Assistant Director and updated and reported to the Executive Board.