



Annually Required Documents

Instructions: Review the checklist below and provide the required documents on or before February 1st each year.

Checklist:

- 1.** AAA Information Form*
- 2.** Governing Board*
- 3.** Governing Board Bylaws
- 4.** Advisory Council*
- 5.** Advisory Council Bylaws
- 6.** Organizational Chart
- 7.** Staff Listing
- 8.** Continuity of Operations Plan (COOP)
- 9.** All-Hazards Emergency Response Plan
- 10.** Risk Assessments

*These forms should be updated more frequently, as changes to staff/members occur within your agency.