

As an investment fiduciary—trustees of personal and charitable trusts, board members of foundations, endowments and non-profit organizations—it is important to create and maintain a “Fiduciary File” to organize your entity’s most important records and documents. Learn about the importance of a fiduciary file in *Prudent Practices for Investment Stewards* by F360, Practice Standards 1.2, 1.3, 1.4, and 1.5. The following list provides some guidelines for which documents to store and retain for your entity. The items on this list are not applicable to every entity type. It is important to review which specific documents apply to your situation with your legal counsel, financial and tax professionals.

LEGAL AND TAX	DONE	NOTES
Articles of incorporation or trust documents	✓	
Applicable laws and oversight		
Bylaws		
Tax documents and returns		
GOVERNANCE		
Investment Committee welcome letter		
Fiduciary acknowledgment letter(s)		
Committee structure		
Policies and procedures		
Conflict of interests policies and procedures		
Investment committee meeting rules		
SERVICE PROVIDER AGREEMENTS		
Investment advisory agreements		
Vendor service contracts		
Custodial and brokerage agreements		
Liability insurance policies		
ADMINISTRATIVE		
Custodial account statements		
Disaster recovery plan		
INVESTMENT POLICY STATEMENT		
Investment policy statement		
Spending policy statement		
Historical record of investment policy decisions		
INVESTMENT DUE DILIGENCE & MONITORING		
Investment Manager/fund due-diligence information and prospectuses		
Performance evaluation reports		
Investment Manager/Monitoring procedures		
Investment expense analysis		