

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. To learn about the importance of a fiduciary file, see *Prudent Practices for Investment Stewards* by fi360, 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

- Articles of Incorporation or Trust documents
- Applicable laws and oversight
- Bylaws
- Tax Documents and Returns

Governance

- Investment committee welcome letter
- Fiduciary acknowledgement letter(s)
- Committee structure
- Policies and procedures
- Conflict of interests policies and procedures
- Investment committee meeting minutes

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