



## TF EMPIRES

### Document Storage & Recordkeeping Guide

Organize records to support compliance, protection, and long-term continuity.

#### 1. Why Document Storage & Recordkeeping Matters

Proper document storage protects your business during audits, disputes, tax reviews, and transitions. Organized records support credibility, operational efficiency, and legal defensibility while reducing stress and response time.

#### 2. Core Business Records to Maintain

- Formation documents (Articles, Operating Agreements, Bylaws)
- Ownership, voting, and governance records
- Contracts, agreements, and amendments
- Financial statements and accounting records
- Tax filings and correspondence
- Licenses, permits, and renewals
- Insurance policies and certificates
- Employee and contractor records
- Intellectual property documentation

#### 3. Digital vs Physical Storage

Most businesses benefit from secure digital storage supplemented by physical copies of critical originals. Redundancy and access control are essential.

- Use encrypted cloud storage with access controls
- Maintain local backups of critical records
- Store originals in fire-resistant physical storage
- Restrict access based on role and necessity
- Document access and changes where appropriate

#### 4. Retention & Organization Best Practices

- Use consistent naming conventions and folder structures
- Separate legal, financial, and operational records
- Retain records according to legal and tax requirements
- Archive inactive records rather than deleting
- Review and update records annually

#### 5. Access, Security & Continuity

Ensure continuity by defining who can access records during emergencies, transitions, or leadership changes.

- Designate primary and secondary record custodians
- Maintain emergency access instructions
- Secure credentials separately from storage systems
- Coordinate recordkeeping with legal and insurance advisors

Order creates leverage. Records preserve truth.