

Important Business Documents Inventory

General educational business worksheet

Create an index of important business records, responsible people, versions, secure locations, and review dates.

Safety and privacy: Record document names, responsible people, dates, and secure locations—not passwords, security codes, private keys, full account numbers, Social Security or tax identification numbers, or confidential employee, customer, or medical data.

Formation, ownership, and governance

Document	Date / version	Responsible person	Original location	Secure backup	Review date	Notes
Formation document						
Registration or good-standing record						
Operating agreement						
Bylaws						
Shareholder or partnership agreement						
Ownership ledger						
Meeting minutes or resolutions						
Buy-sell agreement						
Succession plan						
Powers or signing authority						
Other governance record						

Financial, tax, banking, and debt records

Document	Date / version	Responsible person	Original location	Secure backup	Review date	Notes
Financial statements						
General ledger or bookkeeping records						
Tax returns						
Payroll records						
Sales-tax or other tax records						
Bank account index						
Merchant-processing records						
Loan agreements						
Personal guarantees						
Lease agreements						
Asset inventory						
Accounts receivable summary						
Accounts payable summary						

Do not record credentials or full account numbers. Use only an index or general nickname.

Contracts, insurance, licenses, and property

Document	Date / version	Responsible person	Original location	Secure backup	Review date	Notes
Customer contracts						
Vendor contracts						
Commercial lease						
Property records						
Vehicle records						
General liability policy						
Property policy						
Business-income or interruption policy						
Cyber policy						
Professional liability policy						
Workers compensation policy						
Commercial auto policy						
Other insurance						
Licenses and permits						
Renewal calendar						

Employees, benefits, and service providers

Document	Date / version	Responsible person	Original location	Secure backup	Review date	Notes
Employee handbook						
Employment agreements						
Contractor agreements						
Benefit plan documents						
Payroll-provider agreement						
Retirement-plan documents						
Workers compensation information						
Required notices						
Service-provider contracts						
Professional contact directory						
Authorized-user list						

Required note: Protect employee and benefit information according to applicable law and professional requirements.

Technology, data, intellectual property, and continuity

Document	Date / version	Responsible person	Original location	Secure backup	Review date	Notes
Domain registration						
Website hosting						
Software licenses						
Data inventory						
Backup procedures						
Cybersecurity plan						
Incident-response contacts						
Intellectual property registrations						
Trademark or copyright records						
Key system ownership						
Access-control policy						
Disaster-recovery plan						
Business Continuity Checklist						
Emergency contact list						

Do not record passwords, private keys, recovery codes, or authentication secrets.

Master review and access plan

Status	Review item				
Not reviewed	Documents missing				
Not reviewed	Documents outdated				
Not reviewed	Originals needing secure storage				
Not reviewed	Backups needing testing				
Not reviewed	Renewal dates approaching				
Not reviewed	Access rights needing review				
Not reviewed	Departed employees or providers whose access needs review				
Not reviewed	Professional review required				
Not reviewed	Next scheduled document audit				
Document or category	Action needed	Responsible person	Professional needed	Target date	Complete

Related HonorVale Group resources

- [Separating Business and Personal Finances](#)
- [Preparing Financial Records for a Lender or Professional](#)
- [Lender or Professional Meeting Document Checklist](#)
- [Business Exit-Readiness Checklist](#)

Topic notice: This inventory does not establish a legally sufficient record-retention schedule, cybersecurity program, privacy program, tax file, corporate record book, employee file, or regulatory-compliance system.

General business education only. This worksheet helps organize information, records, questions, and document locations. It does not verify entries, classify transactions or workers, prepare financial statements or taxes, interpret contracts, determine legal rights or obligations, recommend financing, insurance, benefits, investments, business structures, valuations, buyers, successors, or strategies, establish compliance, predict approval or business performance, or replace qualified accounting, tax, legal, lending, valuation, insurance, payroll, benefits, cybersecurity, human-resources, or regulatory guidance. Review controlling documents and current official information before acting.