

## Scorecard on Business Documents

- Have I encountered any challenges in the past due to missing or incomplete business documents?
- Do I have a reliable system for storing and organizing my business documents?
- How confident am I that my current documents cover all aspects of my business operations?
- Do I know which legal business documents are required for my industry?
- Have I educated myself on the different types of financial documents necessary for managing cash flow and taxes?
- How often do I review or update my business documentation process?
- Am I taking steps to ensure the accuracy and completeness of my business documents?
- Do I regularly consult legal or financial experts regarding my business documents?
- Have I created a clear document retention policy for my business?
- Do I maintain backups of all essential business documents in secure locations?
- How well do I protect sensitive business information contained in my documents?
- Am I transparent with employees and stakeholders about our documentation practices?
- Do I keep records of document updates, including who made changes and when?