

Business records inventory

Companion to ORC-BUS-002 | Complete one inventory for each entity

Legal business name _____

Entity type and formation state _____

Effective date _____ Review date _____

Person maintaining records _____

Record the folder or secure location for each item. Enter “not applicable” only after confirming the reason. Keep confidential account details and passwords outside this worksheet.

Record category	Location or reference	Person responsible
Accepted formation filing and amendments		
Filing confirmations and payment records		
Governing documents and ownership records		
Registered-agent contact and correspondence		
Annual reports and confirmations		
Licenses and permits with renewal instructions		
EIN and tax-registration correspondence		
Contracts and other business records		

Items requiring follow-up

Missing record or question _____

Agency or professional to contact _____

Assigned to _____ Follow-up date _____

This inventory is an organizational aid, not a complete statutory records list or a document-retention schedule.

Business compliance calendar

Companion to ORC-BUS-002 | Repeat this page as needed

Business name _____ Calendar year _____
Calendar owner _____ Last reviewed _____

Add only confirmed obligations. Use the actual entity type and applicable agency instructions. Internal reminders are preparation dates, not extensions of legal deadlines. Use the reference field to connect each entry to the detailed verification record below.

Task and reference	Agency	Due date	Responsible person	Status
1				
2				
3				
4				

Verification and completion record

Task reference _____ Requirement or filing _____
Source or agency instruction _____
Source checked on _____ Checked by _____
Applicability or exception confirmed by _____
Preparation reminder _____ Submission date _____
Confirmation reference and record location _____

Next action or renewal date _____

Before closing a task

- ☐ Confirm that the correct entity and reporting period were used.
- ☐ Retain the submission, payment, and acceptance or approval evidence as applicable.
- ☐ Record any correction request and assign follow-up.
- ☐ Set the next confirmed deadline and an internal reminder.

A completed calendar does not certify that every obligation has been identified or satisfied. Refer unresolved legal, tax, or licensing questions to the relevant agency or qualified professional.