

Fiduciary Duty # 15

As you may recall from our last email regarding the topic of the Fiduciary Duties that confront you, we wanted to visit each of the 22 documents that the Dept. of Labor can request in the event that you have been chosen to undergo an audit under their oversight.

Should you be the recipient of such a notice, we wanted to let you know what each of the requests would entail, thereby enabling you to prepare accordingly.

As such, the next item on their list would be a request for:

- **MINUTES OF PLAN BOARD OF TRUSTEE'S MEETINGS FROM THE THREE MOST RECENT PLAN YEARS, AS WELL AS MINUTES OF TRUSTEE COMMITTEES, SUBCOMMITTEES, OTHER PLAN ADMINISTRATIVE GROUPS AND ANY OTHER PLAN COMMITTEE MEETINGS.**

Question: if asked, could you locate these documents and make them available within 10 days?

If so, terrific.

If not, what steps do you need to take in order to be in a position to deliver these, if asked?

If we can be of any assistance in this matter, please be sure to let us know.

Mike & Matt