**Suggested Legal Archive Hierarchy**

(Referenced from various blog posts at [www.shockwaveinnovations.com](http://www.shockwaveinnovations.com))

Use this as a starting point and modify as necessary based on your specific situation. Also, as you file the various documents, add date information to the end of the file name (month + year is usually sufficient).

**Board and Shareholder Actions**

* Board actions
* Board meeting materials
* Board minutes
* Shareholder actions

**Business Development**

* Distribution agreements
* Partnerships

**Capitalization**

* Cap table snapshots
* Funding rounds
  + Friends and Family
  + Seed
  + Series A
* Option grants
* SEC filings
* Stock option plans
* Valuations

**Confidentiality Agreements**

**HR Documents**

* Consulting agreements
* EPIAs
* I9 verifications
* Offer letters and employment contracts
* Terminations and resignations

**Intellectual Property**

* Trademarks and service marks
* Patents

**Organizational Documents**

* Incorporation
* State filings

**Other**

**Service Providers**

* Accounting
* Insurance
* Legal representation
* Marketing
* Office leases
* Telecommunications and IT

**Software License Agreements**

* Software we have licensed
* Software we license to others