

1. GUIDELINE: Land Protection Project Folders and Subfolders for Standard Easement Transactions

** Note: not all of these folders will be necessary for every project; this is just a guideline for naming and organizing the folders you think you will actually need on any given project*

- Administrative [for projects with funding assistance]
- Appraisal
- Baseline
- Correspondence [* Note: please flag “critical” correspondence and/or copy it to the archive folder in “Post-Closing Documents” folder]
- Legal
 - o Easement
 - o Title Docs
 - Initial
 - Final
 - Business Entity Docs [e.g. Corp, LLC, LP, etc.]
 - o Option Agreements [or MOUs]
 - o Miscellaneous [e.g. Death certificate, Last Will & Testament, Trust Documents]
- Board Approval
 - o CE Summary [include the version used for final approval by Board of Directors]
- Maps Photos & Surveys
 - o Maps
 - o Photos [*Note: Save baseline photos in “Baseline” Folder and scenic photos in the appropriate Communications folder]
 - o Surveys
- Preliminary Docs
 - o Project Selection Form
 - o Prelim Report
 - o Post Approval Docs [include post approval packet and signed Engagement Form, which also needs to be saved to “Archive” during post-closing clean-up]
- Post-Closing
 - o Archive
 - Critical Correspondence
 - Archive Checklist
 - o Tax Docs
 - 8283
 - CWA
- Stewardship
 - o 2015 Monitoring
 - o 2016 Monitoring
 - o 2016 Amendment/Reserved Right Request/ Etc.
 - o 2017 Monitoring
 - o 2017 Transfer
 - o 2018 Monitoring
- FINAL DOCUMENTS

- Recorded Easement
- PDF of final signed baseline report in full.
- Any other *recorded* documents like subordinations, amendments, reserved rights, etc.

** **Note:** Additional folders are fine; don't feel like this is a strict set of folders into which you must fit every single document. For example, if you are the project manager and you want to keep notes on the project, feel free to set up a "Notes" folder. However, do not leave individual documents laying around; please categorize and organize into appropriate folders!*

2. GUIDELINE: Land Protection Project Folders and Subfolders for Properties Held in Fee by LTTN

*** If property is going to be held in fee by LTTN, then all documents related to the transfer to LTTN should be moved into a primary "Acquisition" Folder with the year the property was acquired. The Acquisition folder should be treated as a snapshot in time and should not be added to after closing the project and archiving critical documents. For example:**

- **2017 Acquisition**
 - Legal
 - Preliminary Docs – will have documents related to the intended transfer to LTTN whether it is by Will, by Donation, or a facilitated Purchase project
 - Closing Docs – will include transfer deed among other things depending on the type of acquisition
 - Title – initial title search and commitment, title memo, and title insurance policy
 - Due Diligence
 - Phase I
 - Survey
 - Appraisal
 - Maps / Photos
 - Preliminary Approval
 - Project Selection
 - Board Approval
 - Archive
 - FINAL DOCUMENTS
 - Copy of recorded transfer deed and anything else recorded/signed/finalized (which should also be copied over to the parent "Final Doc" folder)\

*** Documents related to the holding period (when LTTN is the legal owner) should be in a "Fee Ownership" subfolder with the main Stewardship Folder and organized by year. For Example:**

- Stewardship
 - **2017-2019 Fee Ownership**
 - 2017 Property Management Activity
 - 2017 Listing [include listing agreement with realtor and any offers made/rejected]
 - 2018 Property Management Activity

- 2019 Listing [if/when an offer is accepted and a Purchase and Sale Agreement is signed, move the final PSA contract and subsequent documents related to the sale to the project's primary "Legal" folder under a subfolder titled with the year and "Property Sale." For example: Legal > 2019 Property Sale.
- Property Taxes
- Fee Simple Management Plan
- 2017 Monitoring
- 2018 Monitoring
- 2019 Monitoring
- 2019 Transfer
- 2020 Monitoring

*** All other documents (and documents related to easement development as part of a sale) should be sorted into the primary project folders shown in the first guideline above**