

**COPIES OF ITEMS LISTED BELOW
SHOULD BE SUBMITTED AS INDICATED IN THE COVER LETTER**

Please send all of the items listed below and check them off as you complete the list, returning this list with your responses. The period under review is defined as the start of the first plan year beginning after December 31, 2007 to the present. Please note that any document relied upon for the administration of the plan created on any earlier date should also be produced. Additionally, please send a cover letter explaining the absence of any item and the reason for its absence.

	Description of Document
1	Plan Documents, and all Amendments, in effect for the period under review
2	Trust Agreement, and all Amendments, in effect for the period under review
3	Summary Plan Description, for the period under review
4	Summary Annual Reports for the period under review
5	The latest Fidelity Bond Policy and Riders / Endorsements for the Plan covering fraud and dishonesty that includes the following information: bond lapse date, amount of the bond, named insured(s), discovery period, deductible, and name of surety company
6	Fiduciary Liability Insurance Policy, if applicable
7	The most recent internal income statement which indicates receipts and disbursements of funds in connection with the Plan
8	Most recent internal balance sheet/statement of assets and liabilities for the Plan
9	Most recent Internal Revenue Service Letter of Determination
10	Minutes of any committee, subcommittee, or administrative group responsible for plan activities, service provider selection, or investment of plan assets.
11	Plan Financial Records, including but not limited to: a. Trust reports - both schedule of assets and schedule of transactions; and b. If the Plan's assets are held in a checking account, savings account or other general ledger account, copies of transaction statements; c. Statements from any insurance company reflecting plan assets, income, expenses, receipts and disbursements
12	Service provider contracts (Insurance Contract Agreements, Investment Manager Agreement, Third Party Administrator Contracts, Actuaries, Attorneys, and Accountants) in effect during the period under review
13	A sample participant benefit statement which may be redacted of all personally identifiable information
14	Requests for Proposals for services, and responses thereto, prepared and disseminated during the process of hiring any service providers to include all services providers who served during the period under review. Please note, if a service provider has been providing services since a Plan Year prior to the start of the first Plan Year beginning after December 31, 2007, and any Request for Proposal has been prepared since, the Request for Proposal and, responses thereto which resulted in the selection of that current service provider should be provided.
15	Any Annual Report Forms 5500, with the audited financial statements and any schedules or attachments for Plan Years recently amended or modified and then filed within the last six months
16	All documents regarding fees incurred by the Plan, or any service provider to the plan, for services rendered to the Plan, including but not limited to:

	<ul style="list-style-type: none"> a. Contracts or agreements between the Plan and its service providers b. All Fee Schedules c. Documentation showing indirect compensation paid to service providers in connection with their work on the plan (ex: revenue sharing agreements and finders' fees) d. Documentation showing compensation paid between the service providers and its affiliates and subcontractors, for example <ul style="list-style-type: none"> i. Transaction based charges (ex: commissions, soft dollars, and finders' fees or similar compensation based on business placed or retained) ii. Charges directly against plan's investments and reflected net value (ex: 12b-1 fees) e. Documentation showing any recordkeeping charges f. Documentation showing all investment related fees, for example: <ul style="list-style-type: none"> i. Fees charged directly against investments (ex: sales loads, commissions, redemption fees, surrender charges) ii. Annual operating fees (ex: expense ratio) iii. Ongoing fees (ex: wrap fees, Monitoring and Evaluation fees) g. All prospectuses h. All offering memoranda or engagement letters and corresponding subscription agreements, if applicable, for any alternative investment vehicle for the Plan (ex. hedge funds) i. Documents related to any required approvals, either initial or transactional, of engagements in investment options through any investment advisor j. All documentation showing fees received by or from an insurance company k. All notices and or schedules received by the Plan or Plan participants reflecting any arrangement for fees, either direct or indirect (ex: Notices required under ERISA Section 404(c) and 408(b)) l. All documents reflecting any advice provided to the Plan, the Plan Administrator, the Plan's fiduciaries, the Plan's Sponsor or any service provider to the Plan concerning the fees paid by the Plan
17	All documents regarding costs, either direct or indirect, charged to the Plan by the sponsor, its affiliates or subsidiaries and/or any entity in which the sponsors owns ownership interest
18	Documents sufficient to identify all fiduciaries to the Plan, their respective dates of service, and their relevant contact information for the period under review
19	Any and all documents which describe the Plan's compliance with ERISA requirements, including but not limited to ERISA compliance policies and procedures, names of employees responsible for ERISA compliance, any ERISA compliance audit, reviews or examinations, and any documents which describe any ERISA compliance violation and correction of the violation
20	All documents regarding the risk or investment performance of the Plan, including but not limited to analysis regarding the risk, performance, dismissal or retention of plan investments, investment managers, investment advisors, or pooled investment vehicles.
21	All documents related to direct and indirect administrative costs related to the Plan
22	Documents sufficient to ascertain the names and terms of service of the members of the Board of Directors and Corporate Officers of the Plan Sponsor including relevant contact information
23	All documents concerning any direct or indirect benefit received by the Plan Sponsor as a result of the selection of Plan Service Providers or payments to Plan Service Providers