

Audit Folder Structure

Purpose: A folder map for discovery, design approvals, vendor scope, notices, eligibility, reimbursement, funding, reporting, privacy, support, and renewal evidence.

At a glance

- Resource type: Reference
- Resource category: Evidence Files
- Review sensitivity: standard

Suggested evidence folder map

Folder	Suggested contents	Review note
01 Discovery	Intake, current benefits, workforce facts	Confirm source dates
02 Design Approvals	Design memo, contribution model, approval record	Route sensitive assumptions
03 Vendor Scope	SOW, scorecard, exclusions, handoffs	Retain contract source
04 Notices	Approved notices, recipient lists, delivery logs	Do not replace official notices
05 Eligibility	Eligibility files, class rules, delivery proof	Limit sensitive data
06 Reimbursement	Substantiation, payment logs, exception notes	Avoid claims determinations
07 Reporting and Privacy	Reports, privacy review, access list	Route privacy concerns
08 Renewal	Renewal checklist, refreshed assumptions, approvals	Retain final versions

Checklist

- Create folders outside the toolkit.
- Name source owners and version dates.

- Keep sensitive files in approved secure locations.
- Retain review notes with the final external record.

Review triggers

- Uploading files into this site, storing completed records here, or treating folder labels as legal retention advice.

Evidence examples

- Folder name
- Suggested contents
- Retention note
- Source owner

Reminder

This toolkit provides educational and operating-model resources. It does not assign responsibility, manage implementation tasks, replace plan documents, or provide legal, tax, payroll, Medicare, carrier, or individualized benefits advice.

Use this when

- A team needs a simple external evidence-folder structure.

Watch for

- Uploading files into this site, storing completed records here, or treating folder labels as legal retention advice.

Evidence to retain

- Folder name
- Suggested contents
- Retention note
- Source owner

Related resources

- HRB Operating Lens
- Five Duty Paths Overview
- ICHRA Ecosystem SOW Template
- Role Code Reference
- Partner Coverage Diagnostic

Educational disclaimer

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