

# Legacy Binder Components

## Farmers Market LEGAL TOOLKIT

A legacy binder is a collection of files and documents, both current and historical, about a farmers market organization. It creates a simple way to build and share institutional knowledge. New vendors, management, or board members might have ideas or suggestions for changes to market practices, and being able to learn what has been done before (and why) can help provide important context for market decisions.

For some markets, having a physical binder of these documents is sufficient, but consider also creating a digital copy of the documents (using Dropbox, Google Drive, or another online storage service) so that they can be easily shared, stored, and updated.

When updating important documents, file new copies with old ones and include the “last updated” date on a top corner (for example, *updated November 2017*) to help with historical reference. Below is a sample list of documents to keep in a legacy binder. This list isn’t exhaustive, nor will each item apply to every market, so feel free to adapt it to your market’s needs.



### What to include in your legacy binder:

#### Governance Documents

- Incorporation documents
- Bylaws
- Staff and board member contact information, including past staff and board
- Staff and board member job descriptions

#### Other Important Documents

- Market insurance policies
- Insurance and registration for market-owned vehicles
- Warranties for equipment with copy of purchase receipt
- Lease agreements
- Copies of annual tax returns
- Market metrics tracked on an annual basis (e.g., customer counts, revenue, etc.)
- SNAP authorization paperwork (for markets accepting SNAP benefits)

#### Market Rules & Policies

- Market rules
- Vendor applications
- Other market policies (dog policy, severe weather policy, emergency protocols, etc.) and any notes from the meetings that established those policies

#### Everyday Market Management Documents

- Passwords for websites, email accounts, social media accounts, etc.
- Event promotion contacts: who to get in touch with, where, and when
- Membership and/or sponsorship materials
- Special event details/promotions
- Thumb drive or folder of pictures of market space(s) and events
- Market Day Safety Checklist
- Annual Legal Check-Up form
- Past incident reports