

May 9, 2019, Agenda – Open Meeting Matter

To: The Board
From: Chad H. Gholizadeh *CHG*
Date: April 8, 2019
Re: Proposed Board Rules to Implement Local Law No. 48 of 2019

Local Law No. 48 of 2019, codified at Chapter 11 of Title 3 of the New York City Administrative Code, (“Chapter 11”), permits the creation of legal defense trusts to pay for certain legal expenses incurred by public servants and sets requirements about: the types of legal defense trusts that may be created; the manner in which such trusts must be registered with the Board; the source and amount of the contributions the trust may accept; how trust funds may be utilized; and reporting requirements for donations and expenditures. The Board is charged with administering, enforcing, and promulgating rules necessary to implement Chapter 11.

Staff has prepared the proposed Rules, to be codified as a new Chapter 5 of Title 53 of the Rules of the City of New York, to clarify and assist with compliance with the requirements set forth in Chapter 11. Staff has consulted informally with the New York City Law Department about the proposed Rules and, with the Board’s approval, will formally submit them to the Law Department and Mayor’s Office of Operations, as required by the City Administrative Procedure Act. See Charter § 1043(d).

Attached are the following:

1. Text of Chapter 11 (Exhibit 1); and
2. Proposed Board Rules with Commentary (Exhibit 2).

Legal Defense Trusts

Chapter 11 of Title 3 of the New York City Administrative Code

§ 3-1101 Definitions.

As used in this chapter, the following terms have the following meanings:

Appear. The term “appear” has the same meaning as set forth in subdivision 4 of section 2601 of the charter.

Associated. The term “associated” has the same meaning as set forth in subdivision 5 of section 2601 of the charter.

Beneficiary. The term “beneficiary” means (1) an individual who is or has been a city elected official or public servant who incurs expenses in relation to a governmental, administrative, criminal or civil investigation , audit, or action, or an entity, agent or other person acting on behalf of such elected official or public servant in relation to the underlying matter, for whom or which a legal defense trust spends money or (2) an individual who is not a city elected official or public servant and who incurs expenses in relation to such investigation, audit, or action.

Business dealings with the city. The term “person having business dealings with the city” means any person on the database established pursuant to section 3-702 including, but not limited to, a lobbyist as defined in section 3-211, and the domestic partner, spouse, or unemancipated child of a person listed in such database.

Donation. The term “donation” means any contribution from a non-governmental source, including an in-kind donation, pro bono assistance, loan, advance or deposit of money, or anything of value.

Legal defense trust. The term “legal defense trust” means a trust created pursuant to and in accordance with the New York estates, powers and trusts law for the benefit of a beneficiary as provided in this chapter.

Ministerial matter. The term “ministerial matter” has the same meaning as set forth in subdivision 15 of section 2601 of the charter.

Principal committees and political committees, as those terms are defined in section 3-702, shall not be deemed legal defense trusts as defined in this section.

Public servant. The term “public servant” has the same meaning as set forth in subdivision 19 of section 2601 of the charter.

§ 3-1102 Establishment and management of legal defense trusts.

a. Requirements for establishment. A legal defense trust may be established pursuant to this section only if the following conditions are met:

(1) (a) Each beneficiary has received a statement in writing from the corporation counsel stating that the corporation counsel has not represented and will not be representing such beneficiary in any applicable governmental, administrative, criminal or civil investigation, audit or action, or portion thereof, pursuant to section 50-k of the general municipal law or section 7-109;

(b) Where a legal defense trust has been established, if thereafter the essential nature of an investigation, audit or action changes so significantly that it can be deemed a new or different investigation, audit or action, the beneficiary of such trust shall obtain a new written statement from the corporation counsel asserting that the conditions set forth in subparagraph (a) of this paragraph have been met.

(2) At least one beneficiary is or was an elected official or public servant, as such term "beneficiary" is defined in section 3-1101 of this chapter, who incurs expenses in relation to the governmental, administrative, criminal or civil investigations, audits or actions for which a statement was received pursuant to paragraph (1) of this subdivision.

b. Statement of organization.

The trustee of a legal defense trust shall file a statement of organization with the conflicts of interest board, in such form as specified by the board by rule, within 10 days after the earlier of the date the trust first receives a donation or first makes an expenditure. A statement of organization required by this subdivision shall include the following information and documentation:

(1) The name, street address, and telephone number of the legal defense trust and its trustee(s). The name of such trust shall include the words "legal defense trust".

(2) The full name of, and position held, if any, by each beneficiary of the legal defense trust.

(3) The name and address of the financial institution in which the funds of the legal defense trust are, or are intended to be, deposited.

(4) A description of the governmental, administrative, criminal or civil investigations, audits or actions in connection with which the legal defense trust was established and the purpose for which such trust was created.

(5) The statement described in subparagraph (a) of paragraph (1) of subdivision a of this section for each beneficiary of the legal defense trust.

- (6) A copy of the executed trust agreement establishing the legal defense trust.
 - (7) A sworn statement by each beneficiary of the legal defense trust that he or she will comply with the provisions of this chapter and that the trustee is responsible for the proper administration of the trust.
- c. Within 10 days of any material change in the information and documentation submitted in accordance with paragraphs (1) through (7) of this subdivision, the trustee shall submit a revised report to the conflicts of interest board identifying such changes. If the purpose for which the trust was created, as required to be identified by paragraph (4) of this section, is materially changed, the trustee shall submit such information to the board; provided, however, that any such changed purpose must be consistent with the requirements of this chapter.
- d. Trustee.
 - (1) There shall be one or more trustees, who shall not be a city elected official or public servant, a beneficiary, or a subordinate of or person associated with a beneficiary. The trustee(s) shall be responsible for authorizing expenditures and disbursements from the trust, the filing of quarterly reports required by section 3-1103, and the performance of tasks incidental to the administration of the trust.
 - (2) The trustee(s) shall be responsible for a legal defense trust's financial administration as required by this chapter. Such trustee(s) shall establish an account, separate from any other bank account held by the trustee or any beneficiary of the trust, at a bank or other financial institution with an office or branch in the city of New York, for the deposit and expenditure of the trust's moneys.
 - (3) Where there is more than one beneficiary of a legal defense trust, the trustee(s) may, in their discretion, allocate donations and expenditures attributable to trust administration in accordance with their fiduciary duties to the trust.
 - (4) Trustee(s) appointed pursuant to this section may be suspended or removed in accordance with the provisions of section 7-2.6 of the estates, powers and trusts law.
- e. Donations.
 - (1) A legal defense trust shall not accept a donation, and a city elected official or public servant may not raise funds for a legal defense trust, in an amount greater than \$5,000 per donor.
 - (2) A legal defense trust shall not accept a donation, and a city elected official or public servant may not solicit a donation, of any amount from (a) any person who is a subordinate of such city elected official or public servant, or any person who is a subordinate of the city elected official or public servant for whose benefit the trust was established; (b) any person such trust knows or should know is a person with

business dealings with the city as of the date of such donation or solicitation; (c) any person who as of the date of such donation or solicitation is appearing before or otherwise has a non-ministerial matter pending with the city; (d) a corporation, limited liability company, limited liability partnership or partnership; (e) any anonymous source; or (f) any source that fails to submit the disclosure document required pursuant to paragraph (3) of this subdivision.

- (3) Whenever a donation is made to a legal defense trust, the donor shall submit a signed disclosure document to such trust, in such form as specified by the conflicts of interest board by rule, stating that such donor (a) is not a subordinate of the city elected official or public servant for whose benefit the trust was established, nor is a subordinate of the city elected official or public servant who solicited such donation, if applicable; (b) is not a person currently having business dealings with the city of New York; (c) is not appearing before the city; (d) has no non-ministerial matter with the city; and (e) has acknowledged that such donation will not affect any future business dealings with or the disposition of other matters with the city.
- (4) For purposes of this subdivision, a solicitation for, or a donation to, a legal defense trust permitted by this subdivision shall be presumed not to be made because of a solicitor's or beneficiary's city position.
- (5) No public servant shall solicit a donation to a legal defense trust (a) in his or her official capacity or (b) in an amount or from a source that is not permitted by this subdivision.
- (6) No public servant, other than an elected official, who is a deputy mayor, or head of an agency or who is charged with substantial policy discretion as defined by rule of the conflicts of interest board, shall directly or indirectly request any person to make a donation to a legal defense trust, except for a legal defense trust of which such public servant is a beneficiary; provided that nothing contained in this paragraph shall be construed to prohibit such public servant from speaking on behalf of any beneficiary of a legal defense trust at an occasion where a solicitation for a donation to a legal defense trust may be made by others.
- (7) No public servant shall, directly or indirectly (a) compel, induce or request any person to make a donation to a legal defense trust, under threat of prejudice to or promise of or to secure advantage in rank, compensation or other job-related status or function; or (b) make or promise to make a donation to a legal defense trust in consideration of having been or being nominated, elected or employed as such public servant or to secure advantage in rank, compensation or other job-related status or function.

f. Expenditures.

- (1) The funds of a legal defense trust may be used only to defray (a) legal expenses in connection with a governmental, administrative, criminal or civil investigation, audit

or action described in a statement of organization filed pursuant to section 3-1102 that is related to (i) a political campaign; (ii) issue advocacy; or (iii) the holding of a civil office or appointment, public office or political party position, and (b) costs reasonably incurred in administering the trust, including but not limited to costs incident to the solicitation of donations, the hiring of service professionals, bank fees, and the creation and operation of the trust.

- (2) The funds of a legal defense trust shall not be used for advertising expenses, political consultants, the payment of criminal fines or penalties imposed upon an individual beneficiary, or communications involving election or campaign activities.
- (3) The funds of a legal defense trust shall not be used for the personal use of the trustee or beneficiary unrelated to the purposes of the trust.
- (4) The funds of a legal defense trust shall not be used to defray legal expenses that have been paid for by the city. If the city pays any part of the legal expenses of a beneficiary after such beneficiary has received from the corporation counsel the letter required by subparagraph (a) of paragraph (1) of subdivision a of section 3-1102, such funds must be returned to the trust.

§ 3-1103 Reporting and disclosure by legal defense trusts.

- a. Legal defense trusts shall report to the conflicts of interest board, in a manner specified by the board by rule, the following information:
 - (1) The names and addresses of all persons that made a donation having a reasonable value of \$100 or more to the trust during the previous quarter, if any; the dates of donation; and the value of any such donation.
 - (2) An itemized accounting of each expenditure made during the previous quarter, including the name and address of each payee and the amount and the purpose of the expenditure, in a manner and form determined by the conflicts of interest board.
 - (3) The reports required to be filed by this section shall be filed no later than April 15 for the accounting period beginning January 1 and ending March 31; no later than July 15 for the accounting period beginning April 1 and ending June 30; no later than October 15 for the accounting period beginning July 1 and ending September 30; and no later than January 15 of the following calendar year, for the accounting period beginning October 1 and ending December 31.
- b. The conflicts of interest board shall maintain and regularly update a list on its website of all legal defense trusts that reported and all information disclosed to the board pursuant to this section; provided, however, that the board shall maintain the confidentiality of all information it receives pursuant to this section where required by applicable law.

- c. Donor written disclosure submissions received by the legal defense trust pursuant to paragraph (3) of subdivision e of section 3-1102 shall be retained by the trust for at least three years from the date of receipt.

§ 3-1104 Dissolution of the legal defense trust.

- a. The legal defense trust shall be terminated within 90 days of the date the last expenditure is made in relation to the governmental administrative, criminal or civil investigations, audits or actions, for which the trust is established.
- b. Funds remaining in the legal defense trust account following payment of all attorney's fees and other related legal costs for which the trust was established shall be distributed in the following manner:
 - (1) returned to the donors on a last in, first out basis or in accordance with another reasonable method as determined by the trustee(s); or
 - (2) transferred to a charitable organization having tax exempt status under section 501(c)(3) of the internal revenue code, as determined by the trustee(s), or to the general fund of the city of New York; provided, however, that such funds shall not be transferred to an organization with which the trustee or a beneficiary is associated.

§ 3-1105 Enforcement.

- a. The conflicts of interest board shall conduct quarterly audits of any legal defense trust established pursuant to this chapter. Such audits shall be conducted in accordance with generally accepted government auditing standards. The board shall promulgate rules regarding what documentation is sufficient for demonstrating financial activities of each such trust.
- b. Complaints alleging violations of this chapter shall be made, received, investigated and adjudicated in a manner consistent with the procedures relating to investigations and adjudications of allegations of conflicts of interest as set forth in chapters 34 and 68 of the charter.

§ 3-1106 Rulemaking.

The conflicts of interest board shall promulgate such rules as are necessary to ensure the implementation of this chapter.

§ 3-1107 Penalties.

- a. Any legal defense trust required to file a statement of organization with the conflicts of interest board pursuant to the provisions of subdivision b of section 3-1102 that has not so filed at the end of one week after the date required for filing shall be subject to a civil penalty of not less than \$250 or more than \$10,000.
- b. (1) Any legal defense trust that violates the provisions of paragraphs 1, 2, 5, 6 or 7 of subdivision e of section 3-1102 shall be required to return any donations and shall be subject to a civil penalty, which for the first offense shall be not more than \$5,000, for the second offense not more than \$15,000, and for the third and subsequent offenses not more than \$30,000.

(2) No violation shall issue and no penalty shall be imposed where any donation made pursuant to this subdivision is refunded within 20 days of receipt by the legal defense trust.
- c. Any legal defense trust that violates any of the provisions of subdivision f of section 3-1102 shall be subject to a civil penalty, which for the first offense shall be not more than \$1,000, and for the second and subsequent offenses not more than \$10,000.
- d. Any legal defense trust that violates the provisions of subdivision a of section 3-1103, relating to the reporting of donations and expenditures, shall be subject to a civil penalty of not less than \$250 or more than \$10,000.
- e. Any legal defense trust that violates the provisions of section 3-1104, relating to the dissolution of such trust, shall be subject to a civil penalty of not less than \$250 nor more than \$10,000.
- f. The conflicts of interest board may hold a trustee or beneficiary jointly and severally liable for any of the foregoing penalties if such person knew or reasonably should have known of the violation.

New York City Conflicts of Interest Board

Notice of Public Hearing and Opportunity to Comment on Proposed Rules Regarding Legal Defense Trusts

What are we proposing? The Conflicts of Interest Board is proposing to establish rules governing legal defense trusts provided for in Chapter 11 of Title 3 of the New York City Administrative Code.

When and where is the Hearing? The Conflicts of Interest Board will hold a public hearing on the proposed rule. The public hearing will take place at [time] on [date]. The hearing will be at [location].

This location has the following accessibility option(s) available: []

How do I comment on the proposed rules? Anyone can comment on the proposed rules by:

- **Website.** You can submit comments to the Conflicts of Interest Board through the NYC rules website at <http://rules.cityofnewyork.us>.
- **Email.** You can email comments to Chad H. Gholizadeh at rules@coib.nyc.gov
- **Mail.** You can mail comments to Chad H. Gholizadeh, Assistant Counsel, Conflicts of Interest Board, 2 Lafayette Street, Suite #1010, New York, New York 10007.
- **Fax.** You can fax comments to the Conflicts of Interest Board at (212) 437-0705.
- **By Speaking at the Hearing.** Anyone who wants to comment on the proposed rule at the public hearing must sign up to speak. You can sign up before the hearing by calling (212) 437-xxxx. You can also sign up in the hearing room before the hearing begins on [date]. You can speak for up to three minutes.

Is there a deadline to submit comments? Yes, you must submit written comments by [date].

Do you need assistance to participate in the hearing? You must tell the Conflicts of Interest Board if you need a reasonable accommodation of a disability at the hearing. You must tell us if you need a sign language interpreter. You can tell us by mail at the address given above. You may also tell us by telephone at (212) 437-0723. You must tell us by [date].

Can I review the comments made on the proposed rules? You can review the comments made online on the proposed rules by going to the website at <http://rules.cityofnewyork.us/>. A few days after the hearing, copies of all comments submitted online, copies of all written comments, and a summary of oral comments concerning the proposed rule will be available to the public at the Conflicts of Interest Board, 2 Lafayette Street, Suite #1010, New York, New York 10007.

What authorizes the Conflicts of Interest Board to make this rule? Sections 1043 and 2603(a) of the City Charter and Section 3-1106 of the Administrative Code authorize the Conflicts of Interest Board to make this proposed rule. This proposed rule was not included in the Conflicts of Interest Board's

regulatory agenda for this Fiscal Year because the Legal Defense Trusts law had not yet been enacted when the Conflicts of Interest Board published the agenda.

Where can I find the Conflicts of Interest Board’s rules? The Conflicts of Interest Board’s rules are in Title 53 of the Rules of the City of New York.

What rules govern the rulemaking process? The Conflicts of Interest Board must meet the requirements of Section 1043 of the City Charter when creating or changing rules. This notice is made according to the requirements of Section 1043 of the City Charter.

STATEMENT OF BASIS AND PURPOSE

Local Law No. 48 of 2019 amended the New York City Administrative Code to permit the creation of legal defense trusts to pay for enumerated expenses related to certain legal liabilities incurred by public servants. This law, codified at Chapter 11 of Title 3 of the New York City Administrative Code, is entitled “Legal Defense Trusts” (“Chapter 11”), and it sets forth requirements about the types of legal defense trusts that may be created, the manner in which such trusts must be registered with the Conflicts of Interest Board (“Board”), the source and amount of the contributions the trust may accept, how trust funds may be utilized, and reporting requirements for donations and expenditures. The Board is charged with administering, enforcing, and promulgating rules necessary to implement Chapter 11.

These proposed rules would implement Chapter 11 and be codified as a new Chapter 5 of Title 53 of the Rules of the City of New York (“Board Rules”). To clarify and assist with compliance with the requirements set forth in Chapter 11, the proposed rules would: (1) define “in-kind donation” and “pro bono assistance”; (2) identify the type of information and documents submitted to the Board that would be deemed confidential; (3) establish how the Board would aggregate contributions; (4) identify specific documents and information that must be submitted to the Board as part of the reporting requirements of Administrative Code § 3-1103; (5) establish reporting requirements related to the dissolution of legal defense trusts; (6) establish

the manner in which information and documents must be submitted; and (7) establish document retention requirements.

Set forth below is a more detailed description of the rules being proposed.

Section 5-01: This proposed section would define “in-kind donation” and “pro bono assistance.” The proposed definition of “in-kind donation” would include any donation of any value, but exclude routine and incidental personal expenses paid by a trustee or volunteer clerical staff for the administration of the trust, such as the use of a personal laptop or a trustee paying for his or her own travel expenses. Such personal expenses of the trustee(s), including the value of travel, meals, or the use of space in connection with the administration of the trust, are not expenditures payable or reportable by the trust pursuant to Administrative Code § 3-1102(f)(1)(b) when they are not billed to or paid by the trust.

The proposed definition of “pro bono assistance” would include only professional services, such as legal, accounting, and fundraising services. The proposed definition would exclude work done by a trustee for the purpose of administering the trust, such as preparing the trust agreement and submissions to the Board, maintaining required records, or communicating with beneficiaries and government agencies, as well as work done by clerical volunteers, such as folding letters for a mass mailing.

Section 5-02: This proposed section would establish what information and documents submitted to the Board would be made public. These categories balance the need for public disclosure of information relevant to the enforcement of the law with the need to safeguard the private information of donors, such as bank account numbers and home addresses, especially given that such personal information does not meaningfully contribute to transparency about the operation of the legal defense trust.

Section 5-03: This proposed section would require the aggregation of donations for both the \$5,000 donation limit and for the \$100 reporting threshold. In the interests of preventing the use of cash to circumvent or otherwise evade scrutiny on the source of contributions, proposed Board Rules § 5-03(b) would prohibit the acceptance of cash totaling \$100 or more from a single donor.

This proposed section would also clarify that in-kind donations and pro bono services may only be accepted for the purpose of administering the trust pursuant to Administrative Code § 3-1102(f)(1)(b). This would establish that a legal defense fund can only accept in-kind donations or pro bono services for which it could have permissibly made expenditures to acquire.

Section 5-04: This proposed section would implement the reporting requirements of Administrative Code § 3-1103. Proposed Board Rules §§ 5-04(a)(2) and 5-04(b)(2) would require the trustee(s) to submit electronic copies of the listed documents to ensure compliance with the law's limitations on the source of donations, donation limits, and permissible expenditures.

Section 5-05: This proposed section would establish reporting requirements for the termination of legal defense trusts. Upon dissolution of a legal defense trust, the trustee(s) would be required to submit the listed documents and information to confirm compliance with Administrative Code § 3-1104.

Section 5-06: This proposed section would require submission of all documents and information required by these rules using the reporting website maintained by the Board.

Section 5-07: This proposed section would establish record retention procedures by which the Board would ensure compliance with the requirements of Chapter 11.

New material is underlined.

Section 1. Title 53 of the Rules of the City of New York is amended by adding a new Chapter 5, entitled “Legal Defense Trusts” to read as follows:

CHAPTER 5
LEGAL DEFENSE TRUSTS

§ 5-01 Definitions.

“In-kind donation” means any donation of any value, other than money, such as the use of space, materials, supplies, or perishables. The donation value of an in-kind donation will be established by a reasonable estimate of that portion of its fair market value that is not paid or reimbursed by the trust. Personal expenses paid by the trustee(s) or volunteer clerical staff for the purpose of administering the trust are not in-kind donations.

“Pro bono assistance” means the provision of professional services, including but not limited to legal, accounting, and fundraising services. The donation value of pro bono assistance will be established by a reasonable estimate of that portion of its fair market value that is not paid or reimbursed by the trust. Pro bono assistance does not include uncompensated work by the trustee(s) for the purpose of administering the trust or volunteer clerical assistance.

§ 5-02 Confidentiality.

(a) Information submitted to the Board pursuant to Administrative Code § 3-1102(b)(1) through (4) and sections 5-04(a)(1), 5-04(b)(1), 5-05(a)(1) through (3), and 5-05(b)(1) through (3) of these rules shall be public.

(b) Documents submitted to the Board pursuant to Administrative Code § 3-1102(b)(5) through (7) and sections 5-04(a)(2), 5-04(b)(2), 5-04(c), and 5-05(a)(4), and 5-05(b)(4) of these rules shall be confidential.

§ 5-03 Donations.

- (a) Multiple donations made by a person shall be aggregated for the purposes of the:
 - (1) \$5,000 donation limit established in Administrative Code § 3-1102(e)(1); and
 - (2) \$100 reporting threshold established in Administrative Code § 3-1103(a)(1).
- (b) A legal defense trust may not accept cash totaling \$100 or more from a single donor.
- (c) A legal defense trust may not accept a donation without having received the signed disclosure document from the donor as required by Administrative Code § 3-1102(e)(3).
- (d) In-kind donations and pro bono assistance may only be accepted for the purposes of administering the trust , pursuant to Administrative Code § 3-1102(f)(1)(b).

§ 5-04 Reporting and Disclosure.

- (a) In addition to the information required by Administrative Code § 3-1103(a)(1) regarding the reporting of donations, the trustee(s) must:
 - (1) Disclose
 - (i) the description and use of any in-kind donation and any pro bono assistance accepted; and
 - (ii) the date and amount of any refund to a donor.
 - (2) Submit the following documents:
 - (i) a copy of the receipt, check, or other document establishing that the donation was made by the donor;
 - (ii) a copy of the receipt, check, or other document establishing that a refund, if any, was made by the legal defense trust;

(iii) a copy of the receipt or other written record establishing the value of in-kind donations or pro bono assistance; and

(iv) a copy of the donor's signed disclosure document.

(b) In addition to the information required by Administrative Code § 3-1103(a)(2) regarding the reporting of expenditures, the trustee(s) must:

(1) Disclose

(i) the date the expense was incurred;

(ii) the date the expense was paid; and

(iii) the amount, if any, returned to the trust pursuant to Administrative Code § 3-1102(f)(4).

(2) Submit the following documents:

(i) a copy of the itemized receipt for each expense; and

(ii) a copy of the check or other document establishing that the expenditure was paid by the legal defense trust.

(c) Quarterly reports submitted by the legal defense trust must include all bank, credit card, and merchant account statements received by the trust during the reporting period.

§ 5-05 Dissolution.

(a) If the trustee(s) returns donations on dissolution of a legal defense trust, the trustee(s) must submit in the last disclosure report pursuant to Administrative Code § 3-1103:

(1) the name and address of each donor receiving a refund;

(2) the amount of the refund;

(3) the date of the refund; and

- (4) a copy of the check or other document establishing that the refund was made.
- (b) If the trustee(s) transfers donations to a charitable organization upon dissolution of a legal defense trust, the trustee(s) must submit in the last disclosure report submitted pursuant to Administrative Code § 3-1103:
- (1) the name and address of each charitable organization receiving a transfer;
 - (2) the amount of the transfer;
 - (3) the date of the transfer; and
 - (4) a copy of the check or other document establishing that the transfer was made.

§ 5-06 Electronic Submission of Compliance Documents.

All information and documents required by this chapter must be submitted by the trustee(s) using the reporting website maintained by the Board.

§ 5-07 Record Retention.

The trustee(s) must maintain records and documents sufficient to demonstrate compliance with these rules and must retain these records and documents for 2 years following completion of the final audit upon dissolution of the legal defense trust.