



## Records Retention Policy For Local and Council PTAs

The \_\_\_\_\_ PTA/PTSA adopted this policy regarding records retention on \_\_\_\_\_ (date). This policy shall be reviewed by the \_\_\_\_\_ PTA/PTSA executive board annually and may only be changed by a majority vote of membership at a regular meeting. This document shall be maintained by the secretary of this PTA.

Description of Record(s)	Manner of Record-Keeping*	Disposition
Accounts Payable Records		7 Years
Annual Audit Reports		Permanent
Articles of Incorporation (if applicable)		Permanent
Bank Reconciliations		1 Year
Bylaws, including all amendments		Permanent
Cancelled Checks – Incidental		7 Years
Cancelled Checks – Legal / Contractual		Permanent
Cash Receipt Records		7 Years
Contracts and Leases		7 Years After Expiration
Corporation Reports Filed with Secretary of State (if applicable)		Permanent
Correspondence – Customers and Vendors		1 Year
Correspondence – General		3 Years
Correspondence – Legal		Permanent
Employee Records (if applicable)		3 Years After Separation
Ethics / Conflict of Interest Agreement	PTA Secretary	Permanent
Equipment Inventory		Permanent
Financial Records – Journals and Ledgers		Permanent
Financial Records – Statements and Budgets		10 Years
Financial Records – Check Requests		7 Years
Financial Records – Duplicate Deposit Slips		1 Year
Grant Agreements		10 Years
Insurance Records – Policies, Claims and Certificates		Permanent
Inventory – Products and Materials		7 Years
Invoices		7 Years
Meeting Minutes – Association, Board and Committees		Permanent
PTA Charter		Permanent
Purchase Orders		7 Years
Record Retention Policy		Permanent
Tax-Exempt Documents – EIN Notification, Form 990, Sales Tax Returns and IRS Correspondence		Permanent
<i>Please use the second page of this policy to include any additional PTA records and their retention plan.</i>		

