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 executive board annually and only the Storage Location (e.g., Google Drive, binder in PTA closet) may be changed by a majority vote of membership present and voting at a regular meeting. This document shall be maintained by the Secretary of this PTA.

| **Description of Record(s)** | **PTA Leader Responsible**  | **Storage Location** **& Record Type****(Electronic/Printed)** | **Disposition** |
| --- | --- | --- | --- |
| Bylaws and Standing Rules |  PTA Secretary  |  | Permanent |
| Confidentiality, Ethics and Conflict of Interest Agreement |  PTA Secretary |  | Permanent |
| Contracts and Leases |  PTA Secretary |  | 7 Years After Expiration |
| Correspondence – Customers and Vendors |  PTA Secretary |  | 2 Years |
| Correspondence – General |  PTA Secretary |  | 2 Years |
| Correspondence – Legal |  PTA Secretary |  | Permanent |
| Financial Records – Account Statement Reviews by Non-Signer (bank, credit card and e-commerce; attached to minutes) |  PTA Secretary |  | Permanent |
| Financial Records – Account Statements & Reconciliations (bank, credit card and e-commerce) |  PTA Treasurer |  | 3 Years |
| Financial Records – Canceled Check Images (Incidental) |  PTA Treasurer |  | 3 Years |
| Financial Records – Canceled Check Images (Legal/Contractual) |  PTA Treasurer |  | Permanent |
| Financial Records – Deposit Forms |  PTA Treasurer |  | 3 Years |
| Financial Records – Duplicate or Image of Deposit Forms |  Funds Counter |  | 1 Year After Fiscal Year End |
| Financial Records - Budgets (adopted at membership/delegate meeting; attached to minutes) |  PTA Secretary |  | 7 Years |
| Financial Records – Financial Reports  |  PTA Secretary |  | 7 Years |
| Financial Records - Financial Reconciliation Reports (adopted at membership/delegate meeting; attached to minutes) |  PTA Secretary |  | Permanent |
| Financial Records – Funds Request Forms (including associated invoices/receipts) |  PTA Treasurer |  | 3 Years |
| Financial Records – General Ledger(s) |  PTA Treasurer |  | Permanent |
| Financial Records – Tax-Exempt Documents (EIN Notification, Accepted IRS Form 990, IRS Correspondence, Sales and Use Tax Permit and Sales Tax Returns) |  PTA Treasurer |  | Permanent |
| Grant Agreements |  PTA Secretary |  | 7 Years |
| Insurance Records – Policies, Claims and Certificates |  PTA Secretary |  | Permanent |
| Inventory List – Equipment and Property |  PTA Secretary |  | Permanent |
| Inventory List – Products and Materials |  PTA Secretary |  | 3 Years |
| Meeting Minutes – Membership/Delegate and Executive Board (and attached reports) |  PTA Secretary |  | Permanent |
| Policies (adopted annually) |  PTA Secretary |  | Permanent |
| PTA Charter |  PTA Secretary |  | Permanent |
| Records Retention Policy |  PTA Secretary |  | Permanent |
| Scholarship Records and Case Histories |  PTA Secretary |  | Permanent |
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