



## 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 – Cancelled Check Images (Incidental)	PTA Treasurer		3 Years
Financial Records – Cancelled 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	PTA Treasurer		3 Years

associated invoices/receipts)			
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