



Harvard Elementary PTA/PTSA Records Retention Policy

Harvard Elementary

The Harvard Elementary PTA/PTSA adopted this policy regarding records retention on August 16, 2012 (date). This policy shall be reviewed by the Harvard Elementary 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	Treasurer	7 years
Annual audit reports	Treasurer	Permanent
Articles of Incorporation, if applicable	Treasurer	Permanent
Bank reconciliations	Treasurer	1 year
Bylaws, including all amendments	Secretary	Permanent
Cash receipt records	Treasurer	7 years
Checks (canceled) (see exception, next line)	Treasurer	7 years
Checks (canceled) for important payments, i.e., taxes, special contracts, etc. (Checks should be filed with the papers pertaining to the transaction.)	Treasurer	Permanent
Contracts and leases (expired)	Secretary	7 years
Contracts and leases still in effect	Secretary	Permanent
Corporation reports filed with the secretary of state, if incorporated	Secretary	Permanent
Correspondence with customers or vendors	Secretary	1 year
Correspondence (general)	Secretary	3 years
Correspondence (legal)	Secretary	Permanent
Duplicate deposit slips	Treasurer	1 year
Employee records (post-termination), if applicable	Secretary	3 years
Employment applications, if applicable	Secretary	3 years
Ethics/Conflict of Interest Policy	Secretary	Permanent
Equipment owned by the PTA	Invoice of equip; kept by secretary	Permanent
Financial statements (year-end) and budgets	Treasurer	10 years
Grant award letters of agreement	Treasurer	10 years
Insurance records, accident reports, claims, policies, certificates	Treasurer	Permanent
Inventories (products and materials)	Secretary	7 years
Invoices	Treasurer	7 years
Journals (ledger books)	Treasurer	Permanent
Minute books of board, general and committees	Secretary	Permanent

Description of Record(s)	Manner of Record-Keeping*	Disposition
PTA charter	Secretary	Permanent
Purchase orders	Treasurer	7 years
Record retention policy	Secretary	Permanent
Sales records	Treasurer	7 years
Standing rules (current)	Secretary	Permanent
Tax-exempt status documents <ul style="list-style-type: none"> ▪ Letter assigning IRS Employee Identification Number (EIN) ▪ Form 990/990-EZ and Schedule A, as filed with IRS ▪ State tax information returns, as filed ▪ Form 990-T, if applicable, for unrelated business income ▪ Correspondence with IRS ▪ Other information returns filed with the government 	Treasurer	Permanent
Vouchers for payments to vendors, officers, etc. (includes allowances and reimbursements to officers, members, etc., for travel and other expenses)	Treasurer	7 years
<div style="border: 2px solid black; padding: 5px;"> All records will be kept in paper format, stored in the PTA closet on Harvard campus. Each type of document will have listed which officer is responsible for collecting and maintaining storage. </div>		

* The "Manner of Record-Keeping" refers to both the storage location as well as the type of record (electronic or print).