records retention

It is very important that certain records be retained. It helps to develop a records retention policy. Listed on this page are items that should be reviewed on a periodic basis and kept in a safe place.

records to be retained retention period

Accounts payable records ................................................................. 7 years
Annual audit reports ........................................................................... Permanently
Bank reconciliations ........................................................................... 1 year
Bylaws, including all amendments ................................................... Permanently
Cash receipt records ........................................................................... 7 years
Checks (canceled) (see exception, next line) ...................................... 7 years
Checks (canceled) for important payments, i.e., taxes, special contracts, etc.
(checks should be filed with the papers pertaining to the transaction) .......... Permanently
Contracts and leases (expired) ............................................................. 7 years
Contracts and leases still in effect ....................................................... Permanently
Corporation reports filed with the secretary of state ......................... Permanently
Correspondence with customers or vendors ...................................... 1 year
Correspondence (general) ................................................................. 3 years
Correspondence (legal) .................................................................... Permanently
Duplicate deposit slips ..................................................................... 1 year
Employee records (post-termination), if applicable ......................... 3 years
Employment applications, if applicable ........................................... 3 years
Equipment owned by PTA ................................................................. Permanently
Financial statements (year-end) and budgets .................................... 10 years
Grant award letters of agreement ..................................................... 10 years
Insurance records, accident reports, claims, policies, certificates ........ Permanently
Inventories (products and materials) ................................................ 7 years
Invoices ............................................................................................ 7 years
Journals ............................................................................................ Permanently
Minute books of directors and committees ....................................... Permanently
PTA charter ..................................................................................... Permanently
Petty cash vouchers .......................................................................... 3 years
Purchase orders ............................................................................. 7 years
Record retention policy ................................................................... Permanently
Sales records .................................................................................... 7 years
Standing rules (current) .................................................................... Permanently
Tax-exempt status documents ......................................................... Permanently

Application for tax exemption (federal and state)
Letter of determination (recognition) of tax-exempt status (federal and state)
Group tax exemption documents, if applicable
Letter assigning IRS Employee Identification Number (EIN)
Form 990/990-EZ and Schedule A, and/or Form 990-N (e-Postcard) as filed with IRS
Form 990-T, if applicable, for unrelated business income
Correspondence with IRS
State tax forms filed, if any
Other information returns filed with the government
Charitable Solicitation Registration, if applicable
Trademark registrations .................................................................... Permanently

Vouchers for payments to vendors, officers, etc. (includes allowances and
reimbursements to officers, members, etc., for travel and other expenses) ........ 7 years