

DOCUMENT RETENTION POLICY

ARTICLE I

PURPOSE

The purposes of this document retention policy are for _____ PTA/PTSA (the “Organization”) to enhance compliance with the Sarbanes-Oxley Act and to promote the proper treatment of corporate records of the Organization.

ARTICLE II

POLICY

Section 1. General Guidelines. Records should not be kept if they are no longer needed for the operation of the business or required by law. Unnecessary records should be eliminated from the files. The cost of maintaining records is an expense, which can grow unreasonably if good housekeeping is not performed. A mass of records also makes it more difficult to find pertinent records.

From time to time, the Organization may establish retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that warrant special consideration are identified below. While minimum retention periods are established, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention, as well as the exception for litigation relevant documents and any other pertinent factors.

Section 2. Exception for Litigation Relevant Documents. The Organization expects all officers, board members, and association members to comply fully with any published records retention or destruction policies and schedules, provided that all officers and board members should note the following general exception to any stated destruction schedule: If you believe, or the Organization informs you, that Organization records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then you must preserve those records until it is determined that the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records.

Section 3. Minimum Retention Periods for Specific Categories.

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	2 years
Bank statements	3 years
Bylaws, including all amendments	Permanently
Checks (for important payments and purchases)	Permanently

Checks (canceled except for above exception)	7 years
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	3 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Duplicate deposit slips	2 years
End of Year Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws and charter	Permanently
Patents and related Papers	Permanently
Petty Cash vouchers	3 years
Purchase Orders	3 years
Record Retention Policy	Permanently
Tax-exempt status documents	Permanently
Application for tax exemption (Fed and state)	
Letter of determination of tax-exempt status	
Form 990 and schedule A as filed with IRS	
State tax information returns as filed	
Correspondence with IRS	
Tax returns and worksheets	Permanently
Trademark registrations and copyrights	Permanently
Unit Organizational Documents (Charters)	Permanently

Section 4. Location of retained records. All retained records shall be stored _____
_____.

Local Unit Board Approval: _____ (date)