

PTAs should maintain a notebook containing all documents relating to the legal status of the local PTA. To safeguard these organizational records, they should be kept in a safe deposit box or fireproof safe. Most organizations maintain their corporate records in a three-ring binder with tabs for different categories of documents. The PTA's standing rules should state who has the notebook and who is responsible for updating it. Items listed in **bold** are subject to public inspection and must be available upon request.

## **Section 1: Internal Governance Documents**

- *WSPTA Uniform Bylaws*
- Standing rules, policies, and written procedures
- Contracts currently in effect (see section 7 for contracts not currently in effect)
- Documentation of equipment owned by PTA (asset list with depreciation of 20% per year)
- Notice of special meetings for the current year
- Reseller permit
- Bank signature cards and authorized signers
- List of banks and bank account numbers

## **Section 2: Evidence of Corporate Status - Retain permanently**

- Articles of Incorporation
- Amendments to and restatements of Articles of Incorporation
- Certificate of Incorporation

## **Section 3: Corporation and Charitable Solicitations Filings - Retain for 10 years**

- Annual Incorporation renewals to Secretary of State
- Annual charitable organization registration

## **Section 4: Evidence of Tax-Exempt Status - Retain permanently**

- **Completed Form 1023 or 1024 (application for tax-exempt status)**
- All documents submitted in support of application

- Correspondence with IRS regarding application
- IRS determination letter

## **Section 5: Other Federal Tax Matters - Retain permanently**

- **Letter assigning Employer Identification Number (EIN)**
- **Form 990, 990 EZ, or 990-N (e-postcard. Exempt from public inspection is schedule B of 990)**
- Form 990-T (to report unrelated business income, if applicable)
- All correspondence with the IRS

## **Section 6: Banking and Insurance Records - Keep for 3 years**

- Bank signature cards and authorized signers (from past years)
- List of banks and bank account numbers (keep three years after account is closed)
- Certificates of insurance
- Policies of insurance

## **Section 7: Legal Matters - Keep for 7 years**

- Contracts not currently in effect
- Hold harmless agreements (if any)
- Restricted donation agreements (grant agreements)

## **Section 8: Other Documents**

- Financial reviews
- Any other material or information the local PTA feels is important to its legal status