

## Records Retention Timetable

In addition to the minutes notebook, membership notebook, and legal documents notebook, a PTA should maintain copies of many other important documents. The PTA's standing rules should indicate where files are located.

**Certain pieces of the PTA's historic records and documents must be maintained as indicated in the schedule below.**

### Current

- Contracts in effect
- Documentation of equipment owned by PTA (asset list with depreciation of 20% per year)
- *Washington State PTA Uniform Bylaws*
- Standing rules, policies, written procedures
- Reseller Permit

### Three Years

- Correspondence (general)
- Insurance certificates
- Financial and insurance matters

### Five Years

- Washington State Department of Revenue filings

### Seven Years

- Accounts payable records
- Budgets
- Cancelled checks
- Check register
- Monthly financial reports
- Income records
- Receipts/invoices
- Restricted donation forms (grant agreements)
- Contracts signed during previous six years but no longer in effect

### Ten Years

- Annual incorporation renewals to Secretary of State
- Employer's reports and records (if PTA is employer)
- Form 1096 Annual Summary & Transmittal (if filed)
- Form 1099-MISC (if filed)

### Permanent

- Conformed Articles of Incorporation/Amendments/Restatements
- Certificate of Incorporation
- Legal correspondence
- Minutes (board & membership meetings)\*
- PTA charter
- Letter of determination of tax-exempt status from IRS
- Letter assigning Employer Identification Number (EIN)
- Correspondence with IRS
- Forms 990/990N/990EZ and 990-T (to report unrelated business income if applicable) with IRS
- Membership/board roster
- Completed Form 1023 or 1024 (application for tax exemption and all documents submitted as support)
- Golden Acorn and other award recipients

**Note:** Minutes are maintained in a separate notebook and kept on a permanent basis.