

PERMANENT STORAGE:

1. Annual Audit Reports
2. Bylaws, including all amendments
3. Canceled Checks (for important payments, i.e., taxes, special contracts, etc.)
4. Charter (Issued by Florida PTA)
5. Contracts and Leases (still in effect)
6. Correspondence (Legal)
7. Equipment owned by PTA
8. Insurance Records: Certificates, Accident Reports, Claims, Policies
9. Minute books of board of directors and committees
10. Your records retention policy
11. Standing Rules (currently approved)
12. Tax-exempt status documents as follows:
 - Sales & Use Tax Certificate of Exemption (Florida DOR Form DR-14)
 - Letter of determination from Florida PTA: recognition of 501(c)(3) federal tax-exempt status
 - Letter assigning IRS Employee Identification Number - EIN (IRS Form SS-4)
 - Copy of annual Form 990 filed with the IRS (Form 990/990-EZ and Schedule A, or IRS Form 990-N (e-Postcard)
 - IRS Form 990-T, if applicable, for reporting UBI, Unrelated Business Income Correspondence with IRS

10 YEARS

1. Treasurer's Financial Statements (Year-End) and Budgets
2. Grant Award Letters of Agreement

7 YEARS

1. Accounts payable records
2. Cash receipt records
3. Canceled Checks (Exception – See above “permanent”: Canceled checks for Important Payments such as taxes should be kept permanently and stored with the papers pertaining to the transaction)
4. Contracts and leases (expired)
5. Inventories (products and materials)
6. Purchase orders
7. Sales records
8. Vouchers for payments to vendors, officers, members, etc. (for travel and other expenses)

3 YEARS

1. General Correspondence (Secretary)
2. Membership Lists (Including names and full contact information)
3. Petty cash vouchers

1 YEAR

1. Bank reconciliations
2. Correspondence with customers or vendors is non-contested
3. Duplicate deposit slips
4. Inventories of products and materials (update annually)
5. Membership envelopes/forms for current membership

Also refer to the National PTA *Finance Quick Reference Guide* for the *Records Retention Schedule*.