



## Records Retention Policy for Local and Council PTAs

The Ridglea Hills Elementary PTA/PTSA adopted this policy regarding records retention on 9/26/24 (date). This policy shall be reviewed by the executive board annually and only the Storage Location (e.g., Google Drive, binder in PTA closet) may be changed by a majority vote of membership present and voting at a regular meeting. This document shall be maintained by the Secretary of this PTA.

Description of Record(s)	PTA Leader Responsible	Storage Location & Record Type (Electronic/Printed)	Disposition
Bylaws and Standing Rules	PTA Secretary	Google Drive	Permanent
Confidentiality, Ethics and Conflict of Interest Agreement	PTA Secretary	Google Drive	Permanent
Contracts and Leases	PTA Secretary	Google Drive	7 Years After Expiration
Correspondence – Customers and Vendors	PTA Secretary	Google Drive	2 Years
Correspondence – General	PTA Secretary	Google Drive	2 Years
Correspondence – Legal	PTA Secretary	Google Drive	Permanent
Financial Records – Account Statement Reviews by Non-Signer (bank, credit card and e-commerce; attached to minutes)	PTA Secretary	Google Drive	Permanent
Financial Records – Account Statements & Reconciliations (bank, credit card and e-commerce)	PTA Treasurer	Google Drive	3 Years
Financial Records – Canceled Check Images (Incidental)	PTA Treasurer	Google Drive	3 Years
Financial Records – Canceled Check Images (Legal/Contractual)	PTA Treasurer	Google Drive	Permanent
Financial Records – Deposit Forms	PTA Treasurer	PTA Storage On-Site	3 Years
Financial Records – Duplicate or Image of Deposit Forms	Funds Counter	Google Drive - Committee Folder	1 Year After Fiscal Year End
Financial Records - Budgets (adopted at membership/delegate meeting; attached to minutes)	PTA Secretary	Google Drive	7 Years
Financial Records – Financial Reports	PTA Secretary	Google Drive	7 Years
Financial Records - Financial Reconciliation Reports (adopted at membership/delegate meeting; attached to minutes)	PTA Secretary	Google Drive	Permanent
Financial Records – Funds Request Forms (including	PTA Treasurer	PTA Storage On-Site	3 Years

associated invoices/receipts)			
Financial Records – General Ledger(s)	PTA Treasurer	Quickbooks	Permanent
Financial Records – Tax-Exempt Documents (EIN Notification, Accepted IRS Form 990, IRS Correspondence, Sales and Use Tax Permit and Sales Tax Returns)	PTA Treasurer	Google Drive	Permanent
Grant Agreements	PTA Secretary	Google Drive	7 Years
Insurance Records – Policies, Claims and Certificates	PTA Secretary	Google Drive	Permanent
Inventory List – Equipment and Property	PTA Secretary	Google Drive	Permanent
Inventory List – Products and Materials	PTA Secretary	Google Drive	3 Years
Meeting Minutes – Membership/Delegate and Executive Board (and attached reports)	PTA Secretary	Google Drive	Permanent
Policies (adopted annually)	PTA Secretary	Google Drive	Permanent
PTA Charter	PTA Secretary	Google Drive	Permanent
Records Retention Policy	PTA Secretary	Google Drive	Permanent
Scholarship Records and Case Histories	PTA Secretary	Google Drive	Permanent

\*\* Documents prior to 2024-2025 academic year can be found in PTA Storage on site at Ridglea Hills Elementary