

PTO AND BOOSTER GROUP RECORDS RETENTION

Groups should maintain a file of records that is passed on as officers change. Some items are required to be kept indefinitely, while others can be disposed of after a certain length of time. Please see below for the records falling into each category and the required retention periods. In addition to this checklist, the PTO/Booster President and Treasurer should use this document to sign off that they have received all records. Exceptions should be noted.

This checklist should be completed as part of the transition to a new PTO/Booster group treasurer and/or president. This completed form should be retained according to the schedule below.

Record Category	Item	Retention Period	Yes, No, N/A
Organizational Records	Articles of Incorporation	Permanent	
	Bylaws	Permanent	
	Meeting agendas and minutes	Permanent	
	Conflict of Interest disclosures	4 years	
Tax Records	IRS Application for recognition of tax-exempt status	Permanent	
	IRS Determination Letter and related correspondence	Permanent	
	IRS Form 990s and supporting documentation	7 years after the date the return is due or filed, whichever is later	
Financial Records	Bank statements and reconciliations	7 years after the date the return is due or filed, whichever is later	
	Annual budget	3 years	
	Check register and checks	3 years after the date the return is due or filed, whichever is later	
	Accounting journals	7 years after the date the return is due or filed, whichever is later	
	Financial statements	7 years after the date the return is due or filed, whichever is later	
	Audit reports and letters	Permanent	
	Contracts and agreements	7 years after all obligations end	
	Fundraising records	Minimum of 3 years after the date the return is due or filed, whichever is later	

	Bingo records as required by ORC 2915.10	3 years after the date the return is due or filed, whichever is later	
Technology	Software license and support agreements	7 years after all obligations end	
Correspondence	Communications that do not fall under another category	2 years	
Records Retention	Completed retention checklist	7 years	

Electronic Records and Documents will be retained as if they were in paper form. If an email message contains documentation as required under the retention schedule, it should be printed and maintained in the appropriate file, or saved as an archived document that can be passed along in accordance with the schedule.

All records should be stored in a safe and secure manner and should be accessible throughout the retention period.

The PTO/Booster President is responsible for the process of identifying records that have met the retention period and for overseeing their destruction. The destruction of any financial or personally-identifiable documents shall be accomplished by shredding.

Questions related to records retention should be directed to the Hilliard City Schools Treasurer's office.

Outgoing President: Signature: _____ Date: _____

I _____ acknowledge that I have transferred all records listed in the retention schedule, as well as the information listed in the table below. Exceptions noted as follows:

Outgoing Treasurer: Signature: _____ Date: _____

I _____ acknowledge that I have transferred all records listed in the retention schedule, as well as the information listed in the table below. Exceptions noted as follows:

Incoming President: Signature: _____ Date: _____

I _____ acknowledge that I have received all records listed in the retention schedule, as well as the information listed in the table below. Exceptions noted as follows:

Incoming Treasurer: Signature: _____ Date: _____

I _____ acknowledge that I have received all records listed in the retention schedule, as well as the information listed in the table below. Exceptions noted as follows:

Other items to be transferred/communicated:

ITEM	Rec'd
Group email address and password	
IRS, Secretary of State and Attorney General login	
Google/shared drive access	
Financial software login	
Website login	
Banking signer changes and login information	
Payment platform login (i.e. PayPal)	
Payment processing access (i.e. Square)	
Notification system access (i.e. Remind, Signup Genius)	
Social Media account access	
EIN and Fiscal year dates	

Please add your own as needed/applicable

[Implementation Date: May 31, 2024]