

PTO Record-Retention Rules

How long should you keep PTO paperwork? Here are some guidelines based on IRS rules.

Permanently:

- Incorporation paperwork
- IRS Form 1023 and documentation
- IRS determination letter for 501(c)(3) tax-exempt status
- Meeting agendas and minutes
- Year-end treasurer reports
- Annual financial review reports

7 years:

- Bank statements
- Canceled checks
- Check registers
- IRS Form 990-series

3 years:

- Monthly treasurer reports