

The Pennsylvania Association of Career and Technical Administrators

Records Retention Policy

This Records Retention Policy governs the executive committee and staff of the Pennsylvania Association of Career and Technical Administrators (PACTA). It is the policy of PACTA that records are to be retained for the period of their immediate use unless longer retention for historical reference, contractual, legal or for other purposes as may be set forth herein. Records that are no longer required, or have satisfied their required periods of retention, shall be destroyed.

No executive committee member, staff, or volunteer shall knowingly destroy a document with the intent to obstruct or influence an investigation or proper administration of any matter within the jurisdiction of any government department or agency or in relation to or contemplation of any such matter or case. This policy covers all records and documents of PACTA. Records will be retained as outlined in Attachment A, except where the record is not applicable to the current operation of PACTA.

APPENDIX A

RETENTION SCHEDULE

| Record Category | Record Type | Minimum Retention Requirement |
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| I. CORPORATE/ORGANIZING DOCUMENTS | A. Organization: <ul style="list-style-type: none"> • Bylaws (including all amendments) • Letters of Incorporation • Corporate Seal • Taxpayer Identification Number | Permanent |
| | B. Board of Directors: <ul style="list-style-type: none"> • Agendas • Audit Reports (internal) • Board Books • Board Minutes • Committee Reports/Minutes • Conflict of Interest and other Board Policies | Permanent |
| | <ul style="list-style-type: none"> • Compensation Consultant Reports/Compensation Studies Relating to Compensation of Directors, Officers and Key Employees • Conflict of Interest Disclosure Forms • Correspondence with Directors • Determinations Relating to Compensation of directors, Officers and Key Employees • Determinations Relating to Transactions with Related Parties • Investment Reports/Briefings, Balance Sheet, Budget Statement, and Cash Receipts and Disbursements (monthly) | Seven Years |
| | C. Tax-Exemption: <ul style="list-style-type: none"> • Application for Tax Exemption (including all related correspondence with IRS) • IRS Determination Letter • Post-Determination Letter Correspondence with IRS Regarding Tax-Exempt Status | Permanent |
| | D. Tax and Tax Accounting; State Reporting: <ul style="list-style-type: none"> • Correspondence with State Tax Authorities | Permanent |
| | <ul style="list-style-type: none"> • Federal Tax Returns (Form 990, Form 990-T, etc.) • State Tax Filings • Annual/Periodic State Reports • Backup Tax Workpapers and Related Documentation • Internal Determinations Relating to Income and Excise Tax Liability | Seven Years |
| | E. IRS Audit-Related Materials: <ul style="list-style-type: none"> • Closing Agreements • Revenue Agent Reports | Permanent |

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| | <ul style="list-style-type: none"> • ODRs and Responses thereto | Seven Years |
| II. GENERAL RECORDS | <ul style="list-style-type: none"> • Annual Reports | Permanent |
| | <ul style="list-style-type: none"> • Correspondence and Letters • Press Releases • Promotional and Sponsorship Materials | Seven Years |
| III. DONATIONS/ AWARDS | <ul style="list-style-type: none"> • Correspondence with Sponsors • Sponsorship Agreements/Donations • Sponsorship Reports | Seven Years |
| IV. ADMINISTRATION | A. General: <ul style="list-style-type: none"> • Insurance Policies | Permanent |
| | <ul style="list-style-type: none"> • Building & Equipment Leases and Related Agreements | Seven Years (after termination of lease) |
| | B. Policies and Procedures: <ul style="list-style-type: none"> • Accounting • Internal Controls • Personnel Policies • Other Related Materials | Seven Years (from termination of policy) |
| | C. Procurement: <ul style="list-style-type: none"> • Contracts | Seven Years (from termination of contract) |
| V. BENEFIT AND RETIREMENT PLANS | <ul style="list-style-type: none"> • Employee Benefit Plan Documents – Plan Documents, Summary Plan Descriptions, Superseded Plan Documents and Summary Plan Descriptions, Notices, IRS Letter of Determination, Insurance Contracts, and Third Party Administrator Contracts (including medical, dental, life and disability plans) • Employee Benefit Files – Benefit Information Filed by Employee Name (including benefit statements, benefit elections, beneficiary designations, annuity contracts, benefit calculations, and compensation and service histories) • Minutes – Employee Benefit Plans’ Committee meetings (including investment committee meetings, etc.) • Employee Benefit Plans’ Committee Reports – monthly financial statements • Investment Reports (summary) • Outside Investment Managers (contracts and investment performance reports) | Permanent |
| | <ul style="list-style-type: none"> • Monthly Premium Bills and Census | Seven Years |
| | <ul style="list-style-type: none"> • Qualified Domestic Relations Orders | Six Years (from the date participant or beneficiary no longer has an accrued benefit under the plan) |

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| | <ul style="list-style-type: none"> • Summary Annual Reports | Six Years (from the date participant/alternate payee no longer an accrued benefit under the plan) |
| | <ul style="list-style-type: none"> • Claims Files | Six Years (from the date the approved or denied claim is final) |
| | <ul style="list-style-type: none"> • Plans' Annual Reports on Form 5500 (and all supporting documents) | Six Years (from the date the Form is filed) |
| | <ul style="list-style-type: none"> • Plans' Annual Financial Statements | Six Years (from the end of the year to which the audit applies) |
| | <ul style="list-style-type: none"> • Plan Testing Records – Discrimination Tests | Six Years (from the end of the year in which the testing records are used) |
| | <ul style="list-style-type: none"> • Investment Records (detail) | Six Years (from the date of the transaction) |
| | <ul style="list-style-type: none"> • Tax Deduction Records (records sufficient to justify employer deductions for plan contributions) | Six Years (later of date of filing or payment of tax) |
| | <ul style="list-style-type: none"> • Payroll Records | Six Years (after the later of return due date or date tax is paid) |
| VI. FINANCE | <p>A. General Accounting</p> <ul style="list-style-type: none"> • Audited Financial Statements • Auditors Reports; Management Letters • General Ledger (one copy for each calendar year) | Permanent |

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| | <ul style="list-style-type: none"> • Accounts Payable Ledgers and Schedules • Accounts Receivable Ledgers and Schedules • Accruals • Budgets; Related Reports • Cash Receipts and Disbursements • Employee Benefits Paid • Fees and Commitments • Investment Account Statements • Journal Entries • Notes Receivable Ledgers and Schedules • Other Financial Reportss • Payroll Records (including computer service company records) • Petty Cash Vouchers • Prepaid Items • Reconciliations • Time Sheets/Leave Reports • Wire Transfers • Year End Adjusting Entries • Year End Trial Balances | Seven Years |
| | <ul style="list-style-type: none"> • Capital Assets Schedule • Depreciation Schedules | Seven Years (after item is fully depreciated) |

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| | <p>B. Banking and Related Materials</p> <ul style="list-style-type: none"> • Bank Statements • Canceled Checks • Cash Receipts • Chart of Accounts • Check Register • Check Requests and Expense Reports • Checks and Check Stubs • Delegation of Authority • Deposit Slips • Interest Statements | Seven Years |
| | <p>C. Tax-Related Material</p> <ul style="list-style-type: none"> • Cost or other Proof of Substantiation for Tax Basis of Property • IRS Forms 940, 941, 945, 1096, 1099, W-2 & W-3 & Other Employment Tax Forms | Seven Years |
| | <p>D. Interim Financial Information</p> <p>Interim financial information having a relatively short useful life may be generated and circulated. Such information should be retained only so long as it is actively being used. Once superseded, or once the information is incorporated into a quarterly or yearly report, most interim summaries and reports have no further value. Consequently, interim reports and similar items containing information within the categories outlined above generally do not need to be retained if they are superseded or their data is incorporated into a more comprehensive report. Please check with the Records Management Officer before disposing of such materials.</p> | Check with Records Management Officer |
| VII. PERSONNEL RECORDS | <p>A. Personnel Files:</p> <ul style="list-style-type: none"> • Official Personnel Files of Active Employees | Retained During Active Employment |
| | <ul style="list-style-type: none"> • Information Relating to Charges or Complaints of Discrimination (pending or reasonably foreseeable) | Retained Until Final Disposition of All Legal Proceedings Relating Thereto |
| | <ul style="list-style-type: none"> • Records Used to Compile EEO-1 or Similar Reports | Six Years (from date or report) |

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| | <ul style="list-style-type: none"> Official Personnel Files of Inactive Employees (Including staff employment agreements and annual evaluations; security clearance information) | Six Years (after employment period ends except as otherwise indicated in this section and as applicable for benefits-related records above) |
| | <ul style="list-style-type: none"> Personnel Records – other (Personnel records relating to recruitment and hiring, including records pertaining to a decision not to hire particular individuals, job orders submitted to employment agencies for recruitment, and advertisements or notices relating to job openings; employment terminations and resignations; and other personnel actions) | Six Years (from the date of the personnel action) |
| | <ul style="list-style-type: none"> Immigration and Nationality Documents (I-9 Forms) | Six Years (from the hire date or one year after termination, whichever is later) |
| | <p>B. Wage and Hour (Payroll) Records</p> <ul style="list-style-type: none"> Staff Salary Summaries Payroll Records including: name, employee identification number, home address, date of birth, gender, occupation, time of day and day of week on which employee’s work week begins, total wages for each pay period, and date of payment For Non-Exempt Employees: records reflecting regular hourly rate of pay; amount/nature of any payment excluded from the employee’s “regular rate” of pay; hours worked each workday, total hours worked each work week; straight-time earnings, overtime pay, any additions/deductions to wages; schedule of hours normally worked For Exempt Employees: records providing detailed explanation of basis on which wages are paid to permit calculation for each pay period of the employee’s total remuneration for employment, including fringe benefits | Three Years |
| | <p>C. Medical Records</p> <ul style="list-style-type: none"> Material Related to Claims under Workers Compensation Laws Material Related to Claims under State/District Disability Laws | Seven Years (after completion) |
| | <ul style="list-style-type: none"> Family and Medical Leave Act Leave Request (Forms, Medical Certifications, Correspondence and Related Documentation) Material Evidencing Compliance with Occupational Safety and Health Administration Requirements | Six Years |

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| | <ul style="list-style-type: none"> • Accommodation Requests and Related Documentation Generated in Compliance with the Americans with Disabilities Act | Six Years (from date record was made or from date of personnel action, whichever is later. If accommodation ongoing, maintain records through period of employment and thereafter as noted above.) |
| VIII. LEGAL | <ul style="list-style-type: none"> • Property Records • Property Appraisals • Documents Related to the Acquisition and Sale of Real Property • Records of Efforts not to Infringe any Patent, Trademark, Copyright or Trade Secret • Confidentiality and Nondisclosure Agreements • Copyright Registrations • Copyright Permissions for Use of Others' Copyrighted Material | Permanent |
| | <ul style="list-style-type: none"> • Regulatory Affairs | Seven Years |
| | <ul style="list-style-type: none"> • Contracts/Agreements (unless specifically addressed elsewhere in this policy) • Deeds/Titles: Certification Letters • Licenses | Seven Years (after date of expiration) |
| | <ul style="list-style-type: none"> • Litigation | Seven Years (after final decision) |
| | <ul style="list-style-type: none"> • Computer Software Licenses | Seven Years (after use of software) |