



ARIZONA PHYSICAL THERAPY ASSOCIATION

RECORD RETENTION SCHEDULE

<u>Retention Period</u>	<u>Retention Period</u>
Accounts payable ledgers and schedules7 years	Internal audit reports 3 years
Accounts receivable ledgers and schedules..... 7 years	Internal reports (miscellaneous)..... 3 years
Annual calendar of events..... 7 years	Invoices (to customers, from vendors) 7 years
Articles of Incorporation Permanently	IRS tax exempt determination letter..... Permanently
Audit reports Permanently	Membership directory 2 years
Bank reconciliations 3 years	Membership applications 7 years
Bank statements 7 years	Newsletters Permanently
Board meeting minutes..... Permanently	Notes receivable ledgers and schedules..... 7 years
Bylaws & all amendments Permanently	PAC transaction records 15 years
Chart of accounts Permanently	PAC statement of organization Permanently
Canceled checks 3 years	Payroll records and summaries 7 years
CEU/Contact hour approval applications6 years	Printed brochures Permanently
CEU/Contact hour transcripts for members6 years	Program plans 5 years
CEU application register Permanently	Registrations for meetings/events/updates 7 years
CEU approval/denial correspondence6 years	Sales records 7 years
Contracts Permanently	Scholarship applications 3 years
Correspondence (general) 2 years	Scholarship receipt information Permanently
Correspondence (legal and important) Permanently	Sponsor lists7 years
Correspondence (routine) with customers2 years	Sponsor letters 7 years
Depreciation schedule..... Permanently	Tax returns and associated documents Permanently
Duplicate deposit slips 2 years	Trademark registrations/copyrights Permanently
Evaluations of meetings/events/updates 5 years	Training manuals Permanently
Financial statements (year-end) Permanently	Voucher register 7 years
Garnishments7 years	Vouchers for vendor payments/reimbursements 7 years
General ledgers, year-end trial balance..... Permanently	Withholding tax statements 7 years
Governance & Operations Manual Permanently	
Insurance policies (expired)..... 3 years	
Insurance records, claims, policies, etc..... Permanently	

Permanent Records

- Records created within past five years – hard copy in office with electronic backup
- Records creation date over five years – hard copy offsite and electronic backup in office
- All electronic records shall be backed up weekly