



3000 - Finance 440 - Security of Key School Documents

1. Policy

Originals of the following key corporate documents must be permanently maintained. To ensure continuity, their location shall be verified on a periodic basis:

- 1.1. Providence Hall Charter School and all related amendments shall be retained by the Board of Trustees (Board) and the Executive Director.
- 1.2. Articles of Incorporation and By-laws shall be retained by the Board, Executive Director and business office.
- 1.3. Minutes of the Board and subcommittees shall be retained by the Board and Executive Director.
- 1.4. Corporate and payroll tax registrations shall be retained by the business office.
- 1.5. Banking & financial agreements shall be retained by the business office.
- 1.6. Copies of executed lease documents shall be retained by the business office.
- 1.7. Insurance policy documents shall be retained by the Board and the business office.
- 1.8. Grant and contract agreements shall be retained by the business office.
- 1.9. Fixed asset inventory list shall be retained by the SpEd Executive Director, the IT manager, the business office (depreciable fixed assets in the accounting system) ,and/or others responsible for the oversight of restricted programs.