LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 4/21/2014				
ONLINE EDUCATION				
Item	**Record Series Title**	**Description / Examples**	**Retention**	**CUNY Schedule Reference**
BB-1	Online Publications	Online publication records, including but not limited to those for the departmental website, online newsletters, forums, and blogs	While Needed	General 11[11] b
BB-2	Workshop/Conference Records	Faculty workshops/conferences offered by department, including but not limited to instructional materials, sign in sheets, program evaluations, and other supporting and planning documentation	6 years after project or program ends	General 12[12]
BB-3	Grant Program Files	Applications, proposals, narratives, evaluations, reports for grants awarded; including background materials, fiscal records and supporting documentation for grants awarded or not awarded	6 years after renewal or close of grant, or denial of application	General 13[13] a and b
BB-4	Internal Information Records	Records created by department solely to disseminate information or for similar administrative purposes, including records used to assist department in creating best practices and policies to manage faculty, staff and student needs and requirements, and are **not** part of an item listed elsewhere in this Schedule	While Needed	General 18[18], 20[20], and 25[25]

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Item	**Record Series Title**	**Description / Examples**	**Retention**	**CUNY Schedule Reference**
BB-5	Faculty Development Records	Online training programs used to instruct faculty on how to use Online Education Tools, including but not limited to faculty online handbook, information on course content, program registration, instructor, credits, hours, and roster of registrants	Until superseded or obsolete	General 36[584]
BB-6	Computer Passwords and User Account Records	Used by department for computer access, including administrative accounts	Until individual no longer has access to system, but not before audit requirements for records modified by that individual have been met	Electronic Data Processing 16[657]
BB-7	Course Syllabi	Syllabi for courses offered by department	10 years, to comply with academic requirements	Instruction 2[106]
BB-8	Instructional Materials	Course and testing materials developed by instructor, including lab manuals	While Needed	Instruction 2[106]
BB-9	Student Coursework	Exams, papers, assignments, and other coursework submitted by students, **except** comprehensive exams, theses and dissertations	2 years after course completed, to preserve records in case of appeal	Instruction 6[110]
BB-10	Final Grade Listings	For students	6 years	Students 1[121] b

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