

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 5/9/2014

ACADEMIC PROGRAMS--OFFICE OF UNDERGRADUATE STUDIES

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
UGS-1	Meeting Records	For departmental and committee meetings, including all records accepted as part of minutes	Permanent	General 1[1]
		Agendas, documents distributed at meetings, and background materials	1 year	General 3[3]
AA-4	Inventory of Registered Programs (IRP) Records	Records maintained to assure compliance with New York State Education Department (SED) course coding requirements	Permanent	General 10[10] a
UGS-2	Correspondence/ Subject Files--Significant Content	Correspondence, memoranda, reports, and other records dealing with significant subjects, events, policy decisions, program development	Permanent	General 10[10] a and Executive 2[198] a
UGS-3	Correspondence/ Subject Files--Routine Content	Correspondence, memoranda, reports, and other records dealing with routine administrative matters	6 years	General 10[10] b and Executive 2[198] b
UGS-4	Correspondence/ Subject Files--Other Content	Correspondence, memoranda, reports, and other records which have no fiscal, legal, or administrative value	While Needed	General 10[10] c

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UGS-5	Internal Information Records	Lists, logs, inventories, flow charts, blog posts, or other records created by department for administrative convenience only, and not covered elsewhere	While Needed	General 18[18], 20[20], and 25[25]
UGS-6	Reports--Annual/Special	Annual or special reports containing substantial evidence of College policy, procedures, plans, or directions	Permanent	General 23[23] a
UGS-7	Reports--Routine	Reports where critical information is contained in other reports, reports that document internal management and housekeeping activities, or reports that contain only routine legal, fiscal, or administrative information	6 years	General 23[23] b
UGS-8	Drafts, Notes, and Working Papers	Created and used in preparation of other records, including records used for database entry	While Needed	General 26[26]
UGS-9	Course Development/ Training 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program registration, instructor, credits, hours, and roster of registrants, and other supporting documentation	Until superseded or obsolete	General 36[584]

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UGS-10	Special Event Records	Official copy of any program or promotional literature	Permanent	General 38[69] a
		Background materials and supporting documentation, including planning and logistics records	6 years	General 38[69] b
AA-11	Accreditation Records-- Significant	Significant correspondence, reports, questionnaires, self-study records and reports, guides, and related documents transmitted between the College and accrediting bodies	Permanent	Academic Affairs 1[53] a
AA-12	Accreditation Records-- Routine	Routine correspondence and transmittal records, drafts of guides and reports, and fiscal records	6 years after accreditation approved or denied	Academic Affairs 1[53] b
AA-13	Curriculum Development Records-- Course Information	Curriculum and related records describing course of instruction and course content, including transfer status information and course history records	7 years	Academic Affairs 2[54] a
AA-14	Curriculum Development Records-- Internal Applications Approved	Approved internal applications for curriculum	7 years	Academic Affairs 2[54] b

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
AA-15	Curriculum Development Records-- Internal Applications Not Approved	Denied internal applications for curriculum	1 year	Academic Affairs 2[54] c
AA-16	Curriculum Development Records-- Planning Records	Curriculum planning records	While Needed	Academic Affairs 2[54] d
AA-20	College Bulletins	Official copy of any literature or other material made available to the public, including college catalogs and student handbooks	Permanent	Academic Affairs 6[59] a
		Detailed course descriptive information, including background materials and supporting documentation	7 years after course or program discontinued	Academic Affairs 6[59] b
		Routine internal information records relating to courses, including but not limited to draft descriptions and tentative course schedules	1 year	Academic Affairs 6[59] c

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UGS-11	Research Records-- <i>Faculty and faculty-student research maintained separately from faculty personnel records and individual student academic records</i>	Published books, papers, journal articles, and other materials made available to the public Other records, including but not limited to records summarizing and publicizing research, and research files which are not the personal property of the researchers, regardless of whether the research is sponsored by government agencies or other sponsors or is unfunded	Permanent 3 years after research concluded or otherwise terminated	Academic Affairs 7[881] a Academic Affairs 7[881] b
UGS-12	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]
UGS-13	SETL (Student Evaluation of Teaching and Learning) Records	Evaluations of adjunct faculty by students Evaluations of full time faculty by students	3 years 7 years	Instruction 9[113] a Instruction 9[113] a
UGS-14	Academic Awards/Honors	For students in departments overseen by Undergraduate Studies	6 years after graduation or date of last attendance	Students 1[121] c

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UGS-15	Commencement/ Convocation Records	Official copy of commencement/convocation program or other publication	Permanent	Students 18[890] a
		Other commencement/convocation records, including but not limited to copies of speeches, press clippings and press releases, Honors, Awards, and Scholarship recipient information, and other event planning and logistics records	6 years	Students 18[890] b
UGS-16	Student Club Records/ Honor Societies	Records used to confirm compliance to rules governing club activities, including but not limited to meeting minutes, membership rosters, contact information, and faculty advisor letters; information about club officers, including contact information; event records, including proposals, flyers/brochures, and other organizing records for events; election records, including election dispute records	6 years	Students 19[892]

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