

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 4/14/2014

ACADEMIC STANDARDS AND EVALUATIONS

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
ACA-1	Student Records	Student academic advisement records, including records for those who are on academic probation, readmission records, appeals other than grade appeals, and any other supporting documentation	6 years after graduation or date of last attendance, or 6 years after appeal resolved, whichever is longer	Counseling Services 1[72] and Students 11[117]
ACA-2	Appointment Records	Records of all appointments for advisement	Until superseded or obsolete	Counseling Services 2[74]
ACA-3	Exemption Forms	A-1 or similar forms allowing for course exemption for students, including supporting information	Permanent, or until information loaded into CUNYfirst transcript	Students 1[121] a

This Schedule lists records whose OFFICIAL copies are kept in your department. DUPLICATE copies of records whose official copies are kept elsewhere are not listed. DUPLICATE copies should be destroyed as soon as no longer needed.