

LEHMAN COLLEGE: RETENTION SCHEDULE 11/1/2013

ADMINISTRATIVE DEPARTMENT SCHEDULE - COMMONLY HELD RECORDS

| Item | Record Series Title | Description / Examples | Retention | CUNY Schedule Reference |
|-------------|--|---|--------------------------------------|--------------------------------|
| CO-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, ballots, background material | 1 year | General 3[3] |
| CO-2 | Policy Documents/Manuals | Information on procedures and guidelines for College processes involving major procedures, policies, or standards affecting College operations, critical functions, or issues of public visibility or concern | Permanent | General 9[9] a |
| | | Information on procedures and guidelines for College processes involving routine day-to-day procedures, policies, or standards pertaining to internal administration of the College | 6 years after superseded or obsolete | General 9[9] b |
| CO-3 | Correspondence/ Subject Files--Significant Content | Correspondence, memoranda, reports, and other records dealing with significant subjects, events, policy decisions, program development | 6 years | General 10[10] a |
| CO-4 | Correspondence/ Subject Files--Routine Content | Correspondence, memoranda, reports, and other records dealing with routine administrative matters | While Needed | General 10[10] b |

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| CO-5 | 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 |
| CO-6 | Departmental Publications--Significant | Official copies of newsletters, press releases, published reports, bulletins, catalogs, or other publications prepared by College departments, where critical information is not contained in other publications | Permanent | General 11[11] a |
| CO-7 | Departmental Publications--Routine | Official copies of newsletters, press releases, published reports, bulletins, catalogs, or other publications prepared by College departments, where critical information is also contained in other publications or the publication only contains routine information | While Needed | General 11[11] b |
| CO-8 | 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 |
| CO-9 | Internal Information Records | Lists, logs, inventories, flow charts, or other records created by department for administrative convenience and not covered elsewhere | While Needed | General 18[18], 20[20], and 25[25] |

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| CO-10 | Drafts, Notes, and Working Papers | Created and used in preparation of other records | While Needed | General 26[26] |
| CO-11 | Postal Records | Related to legal notice or official notice to personnel or students, including returned mail | 3 years | General 30[30] a |
| | | Not related to legal notice or official notice, including returned mail | 1 year | General 30[30] b |
| CO-12 | Special Event Records | Official copy of any program or promotional literature | Permanent | General 38[69] a |
| | | Background materials and supporting documentation | 6 years | General 38[69] b |
| CO-13 | Photographs/Videos | Created by departments for any purpose and not part of an item listed elsewhere in the Schedule | While Needed | General 39[736] |
| CO-14 | Miscellaneous Non-Government Records | Unsolicited items not covered in other parts of this schedule, including but not limited to brochures and other promotional materials not produced by or for the department | While Needed | General 40[735] |

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| CO-15 | Certificates of Destruction | Documentation of final disposition of records, describing records disposed of and manner and date of disposition | 6 years after final disposition of records | Archives/Records Management 1[34] b |
| CO-16 | Budget Records | Records used for budget requests or estimates as submitted by department head or VP | 6 years | Budget 1[46] |
| CO-17 | Computer Passwords and User Account Records | Used by department for computer access | 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] |
| CO-18 | Personnel Records | Official copies of personnel files that are not held by Human Resources, including but not limited to PAFs, performance reviews, correspondence, appointment/ reappointment letters, and any other records not part of the master summary records | 6 years after termination of employment | Personnel 1[310] b |
| CO-19 | Employment Application Records-- Not Hired | Application forms, resumes, other items received from applicants for advertised positions when the applicant is not hired and records are not sent to the Office of Diversity, Compliance and Inclusion | 3 years | Personnel 36[337] |

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| CO-20 | Recruitment Records | Recruitment, hiring, interview, and selection records when the records are not sent to the Office of Diversity, Compliance and Inclusion or Human Resources, including but not limited to correspondence, reports, selection criteria, interview notes, background check records, rating and ranking forms, evaluations, and other records pertaining to the hiring, promotion, demotion, transfer, layoff, and termination of employees | 3 years after completion of personnel action | Personnel 37[750] |
| CO-20 | Delivery Receipts | Invoice, packing slip, shipping ticket, copy of bill of lading, or similar record used to verify delivery and/or receipt of materials or supplies | 6 years, or until transferred to Accounts Payable | Purchasing 5[501] |

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