

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 2/18/2016

ADMISSIONS (UNDERGRADUATE AND GRADUATE)

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
AD-1	Admissions Reports-- Significant Content	Statistical reports, comparison charts, other reports containing substantial evidence of policy, procedures, or plans	Permanent	General 23[23] a
AD-2	Admissions Reports-- Routine Content	Statistical reports, comparison charts, other reports with routine administrative content	6 years	General 23[23] b
AD-3	Admissions Folders-- Degree Seeking (<i>When records are not available on UAPC</i>)	Admitted and enrolled, including international students, and transfer students' credentials Accepted but does not register Loose credentials for students who did not complete the application process, including transcripts, information from Educational Testing Service (ETS), letters of recommendation, and any other supporting documentation	6 years after graduation or date of last attendance, or until transferred to the Registrar 2 years after date of exclusion or end of permitted enrollment period for accepted applicants While Needed	Admissions 1[60] a Admissions 1[60] b General 10[10] c

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
AD-4	Admissions Applications-- Non-Degree (<i>When records are not available on UAPC</i>)	Applications and supporting documentation for non-degree seeking students taking credit bearing courses Application and supporting documentation for students taking non-credit or continuing education courses; or non-matriculated students taking credit bearing courses for no credit, whether or not students register	6 years after graduation or date of last attendance 6 years	Admissions 1[60] a Students 2[895] a
AD-5	Job Search Records	Application for employment, including but not limited to resume, correspondence, selection criteria, and interview notes	3 years after completion of personnel action, or until forwarded to Human Resources and/or the Office of Affirmative Action, Compliance and Diversity Programs	Personnel 36[337] and 37[750]

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AD-6	Correction Forms	Change of address or phone number Change of name, sex, or Social Security Number	While Needed 3 years	General 26[26] Students 1[121] f
AD-7	Residency Forms	College copy of certificate of residence, including but not limited to immigration documents, tax returns, leases, bills, and voter registration cards	6 years	Students 5[123] a
AD-8	Recruitment Records (Non-Athletic) --Students Who Apply	Solicitation materials, as well as information collected by admissions counselors related to prospective students	3 years	Students 12[900]
AD-9	Recruitment Records (Non-Athletic) -- Students Who Do Not Apply	Solicitation materials, as well as information collected by admissions counselors related to prospective students	1 year	Students 13[901]

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