

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 7/29/2014

ATHLETICS

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
ATH-1	Event Planning Records-- <i>Related to internal or external groups that use College facilities</i>	Contracts with external sources, both revenue and non-revenue	6 years after expiration or termination, or 6 years after final payment, whichever is longer	General 6[6]
		Correspondence	6 years	General 10[10] b
		Promotional materials	While Needed	General 11[11] b
		Duplicate copies of payment and other fiscal records	While Needed	General 19[19]
		Certificates of insurance and additionally insured	6 years after expiration	Insurance 7[252]
		Facilities request forms	6 years	Public Property and Equipment 10[419]

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ATH-2	Committee Meeting Records-- <i>Including, but not limited to, Committee on Athletic Policy (CAP), Sports Allocation Board (SAB), Student Athlete Advisory Committee (SAC)</i>	Meeting minutes, including all records accepted as part of minutes Agendas, documents distributed at meetings, ballots, and other background material	Permanent 1 year	General 1[1] General 3[3]
ATH-3	Coaching Contracts	Contracts between College and coaches for coaches' services	6 years after expiration or termination, or 6 years after final payment under contract, whichever is longer	General 6[6]
ATH-4	Game Contracts	Binding agreements signed by the colleges/universities participating in a competitive sporting event	6 years after expiration or termination	General 6[6]

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ATH-5	Recreation Waivers/ Fiscal Records	Waivers signed by student athletes participating in Intramural programs, College team sports, or others (students, faculty, staff, or community members) participating in recreation programs, to acknowledge possible risks of participation Receipts of payments for passes issued to guests or community members	6 years after expiration or termination 6 years	General 6[6] Fiscal 17[237]
ATH-6	Publicity Files	Publications relating to athletic events, including brochures, flyers, cards and posters	While Needed	General 11[11] b
ATH-7	Fundraising File	Fundraising efforts originating in department, including but not limited to coaches' records, check requests, invoices, brochures, tickets, and correspondence	6 years after project or program ends	General 12[12]

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ATH-8	Sign-In Roster	For guests and members of the community	While Needed	General 18[18]
ATH-9	Special Event Files	Official copy of any program or promotional literature	Permanent	General 38[69] a
		Background materials and supporting documentation	6 years	General 38[69] b
ATH-10	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
ATH-11	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

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ATH-12	Alumni Contact Records	Including but not limited to name, address, occupation, degree attained, marital status, and summary records of financial contributions of alumni	Until superseded or obsolete	Alumni 1[65]
ATH-13	Player Recruitment/ Scouting File /Interest Cards--Does Attend	Including but not limited to scouting reports, lists of prospects, recruitment proposals, and correspondence	3 years after graduation or date of last attendance	Athletics 1[66] a
ATH-14	Player Recruitment/ Scouting File/ Interest Cards-Does Not Attend	Including but not limited to scouting reports, lists of prospects, recruitment proposals, and correspondence	While Needed	Athletics 1[66] b
ATH-15	Team Rosters	Lists of athletes or participants, records of intercollegiate competition and intramural athletics, and other records except scouting and training videos and other records	6 years	Athletics 3[70] a

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ATH-16	National Collegiate Athletic Association Reports	Listing of participants in sports activities prepared for NCAA, including specific information regarding any incidents or infractions	6 years	Athletics 3[70] a
ATH-17	CUNY Athletic Reports	Listing of participants in sports activities and data regarding incidents and/or infractions pertaining only to sporting events and activities between CUNY sports teams	6 years	Athletics 3[70] a
ATH-18	Gender Equity Records	Used for compliance with NCAA requirements and the Equity in Athletics Disclosure Act (EADA), including audit and self-evaluation records for male and female athletes and related records, such as records created pursuant to Title IX of the Education Amendments of 1972, codified in Sections 1681-1688 of 20 USC and Section 106.41 of 34 CFR	6 years	Athletics 4[883]

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ATH-19	Athletic Training Records	Including, but not limited to, records of training provided to individual athletes and staff	6 years after last entry	Athletics 6[885]
ATH-20	Athletic Health Information Report	Determines student eligibility to participate in campus sports activities for student athletes only, including student's health insurance information	6 years after graduation or date of last attendance	Athletics 7[101]
ATH-21	Academic Advisement Records	For student athletes, including progress reports	6 years after graduation or date of last attendance	Counseling Services 1[72]
ATH-22	Pool Permits	Permits and approvals from state, city, or county health department to operate a pool	3 years after denial or expiration	Environmental 8[780]
ATH-23	Pool Reports	Reports of pool operations and inspections	21 years	Environmental 9[781]
ATH-24	Income Records	Record of income from rentals, clubs, student fees, advertising, athletic competitions, etc., including copies of checks	6 years	Fiscal 27[219] and 39[238]

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ATH-25	Insurance Case Records	Student medical records held by the medical trainer for claims not relating to exposure to asbestos or other toxic substances	6 years after claim closed, or until youngest person involved attains age 21, whichever is longer	Insurance 1[246] b
ATH-26	Insurance Policies	Medical liability insurance for athletic events for College staff, faculty and students	6 years after expiration, or until report on examination is filed, whichever is longer	Insurance 4[249]
ATH-27	Facility Request Forms	Submitted to department for special events, including but not limited to requests, correspondence, fiscal records and authorizations	6 years	Public Property and Equipment 10[419]
ATH-28	Maintenance Records	For any type of repair or routine maintenance, including but not limited to pool, tennis courts, fitness center, and other athletic facilities and equipment	6 years after building, other facility, or equipment no longer in use	Public Property and Equipment 7[769] c and 14[424] c
		For any type of repair or routine maintenance to vehicles	6 years after vehicle no longer in use	Public Property and Equipment 14[424] c

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ATH-29	Student Disciplinary Records	Including, but not limited to, suspension notices, suspension hearing records, probationary condition adherence records, expulsion records, correspondence, fine assessment, and any other related records	Permanent <i>Note: Records covered by this item may be destroyed before this retention period has been reached, if specified either in the faculty-student disciplinary committee's decision, the decision on any appeal under CUNY bylaws, or a mediation agreement expressly indicating such</i>	Students 10[899]

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