

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 11/8/2013

BUDGET OFFICE

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
BU-1	Metrics Reports	Reports prepared for the VP of Administration and Finance about department's goals and plans	6 years	General 23[23] b
BU-2	Financial Plans	Budget preparation files for budget request or estimate as submitted by department head or Vice President, including but not limited to the preliminary or tentative budget, budget appropriation and staffing requests, estimates of revenues or expenditures, narrative of services, budget message, budget hearing and review files, and related records	6 years	Budget 1[46]
BU-3	Annual Budgets	Official copy, when not included in minutes, including certificates and other disbursement/allocation records received from CUNY Central Office	Permanent	Budget 2[49] 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.

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
BU-4	Allocation/Status Reports	Budget status reports on allocation, receipts, expenditures, encumbrances, and unencumbered funds Cumulative reports Monthly or quarterly reports	6 years 1 year	Budget 4[51] a Budget 4[51] b
BU-5	Budget Change Requests	Budgetary change request and approval or denial for change in approved budget, including but not limited to transfer of funds from one budget item to another, overtime authorization, or request for supplemental funds	6 years	Budget 5[52]
BU-6	Journals	Journal recording chronological entries of all fiscal transactions	6 years after last entry	Fiscal 3[201]

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
BU-7	Notices of Encumbrance	Records indicating funds encumbered and amount remaining unencumbered	6 years	Fiscal 8[206]
BU-8	Intermediate Disbursement Records	Intermediary fiscal record of receipts and disbursements, including but not limited to detail record, analysis, proof sheet or trial balance worksheet	6 years	Fiscal 10[208]
BU-9	Journal Transfers	State or federal-state reimbursement claim file, including but not limited to summary and detail of claim, worksheets, and other supporting documents	6 years	Fiscal 33[231]
BU-10	Refunds of Appropriations	Requests for refunds of appropriations that are sent to the New York State Office of the State Comptroller, including those for personnel reimbursements	6 years	Fiscal 36[234] b and 41[242]

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
BU-11	Financial Reports--Routine	Daily, weekly, monthly, quarterly, or other periodic fiscal reports, including but not limited to daily funds report, daily cash report, statement of monthly balances, recapitulation of disbursements, and departmental reports	6 years	Fiscal 39[238]
BU-12	Financial Reports--Annual	Annual or final fiscal reports when report is not included in minutes	Permanent	Fiscal 40[239] a
BU-13	Financial Reports--CUNY Central Office	Fiscal reports submitted to or received from the University, including operating report (budget) and annual report (year-end)	6 years	Fiscal 43[87]

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