

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 12/16/2013

BURSAR

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
BUR-1	<i>Collection Records-- Records surrounding delinquent student accounts that are sent to collection</i>	Notice of payments sent to collection agency	6 years	General 10[10] b
		Other correspondence	6 years	General 10[10] b
		Payment plan/statement of liability for tuition and fees signed by student	6 years after loan is repaid, fully canceled or assigned to US Department of Education	Financial Aid 4[CU3]
		Receipts of payments	6 years	Fiscal 17[237]
		Past due bills sent to the student from the College	6 years after last entry	Fiscal 20[86] and 32[229]
		Remittances from third party collections, tax-offset, and other fiscal reports	6 years	Fiscal 39[238]

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
BUR-2	Authorization to Release Payroll Check	Signed by employee for release of check to a third party	6 years after authorization expires or is withdrawn	General 7[7]
BUR-3	Unfunded Waiver Program Records	Records of students receiving tuition assistance via Unfunded Waiver Programs, including but not limited to grant information, eligible students, award amounts, correspondence, and other supporting documentation	6 years after renewal or close of grant, or 6 years after final entry in file, whichever is longest	General 13[13] a and b; and Fiscal 20[86]
BUR-4	Armored Car Records	Log of armored car pickups of bank deposits	While Needed	General 20[20]
		Armored car pickup receipts	6 years	Fiscal 17[237]
BUR-5	Student Bankruptcy Records	Including court records and correspondence	6 years after case is closed	Financial Aid 3[CU2]

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
BUR-6	Unclaimed Checks	Records related to failure of faculty not participating in direct deposit to claim their checks, including log books and correspondence	6 years after last entry	Fiscal 3[201] and General 10[10] b
BUR-7	Tally Folders	Daily tallies, including but not limited to adding machine tapes, cashier's slips showing daily cash receipts, analysis of cash receipts, and receipts received or copies of receipts issued	6 years	Fiscal 7[205] and 17[237]
BUR-8	Tuition Waivers	Payment requests made to the CUNY Office of the University Comptroller for CUNY staff/faculty, co-op teacher, and Honors College students' tuition reimbursements	6 years	Fiscal 8[206], 12[210] b, and 41[242]
BUR-9	Third Party Billing Records	Records related to tuition payments by third parties, including but not limited to re-billing documents, vouchers, and copies of agency contracts	6 years	Fiscal 12[210] a and b

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BUR-10	New York Payroll Lists/Payroll Signature Sheets	For checks picked up by employees or by authorized departmental representatives	6 years	Fiscal 17[237]
BUR-11	Outside Scholarship Records	Records related to tuition reimbursements for students holding non-CUNY scholarships, including Promissory Notes	6 years after graduation, date of last attendance, financial accounting, or last entry into file, whichever is longest	Fiscal 20[86] and Financial Aid 1[84]
BUR-12	Refund Records for Student Overpayments	Student information	6 years after last entry	Fiscal 20[86]
		Copy of check	6 years	Fiscal 27[219]
		Check refund application including signed acknowledgement	6 years	Fiscal 32[229]

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
BUR-13	Student Financial Records	Student's individual account records, including fees, charges, expenses, tuition waivers, account blocks, and any other items not listed elsewhere on this Schedule	6 years after last entry	Fiscal 20[86]
		Correspondence, including undeliverable mail	6 years	General 10[10] b
		Requests by students for information contained in their billing file	6 years after final disposition of request	General 14[33] b
BUR-14	Study Abroad Records	Records billing students for study abroad programs, whether or not the program is sponsored by the College, other CUNY campuses, or is a non-CUNY sponsored program	6 years after last entry	Fiscal 20[86]

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
BUR-15	Audit Reports Other than Return to Title IV (R2T4)	Audits filed pursuant to Section 35, General Municipal Law, conducted by the Office of the State Comptroller, the New York City Comptroller, or an outside auditing firm	Permanent	Fiscal 22[214] a
		Other external audits	7 years	Fiscal 22[214] b
		Internal audits conducted by College or University officials	7 years	Fiscal 22[214] c
		Audit background documentation, including summaries, posting records, and related records created by an auditing office as part of the auditing procedure	6 years	Fiscal 23[215]

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
BUR-16	Notices and Checks Returned in Mail (Including Returned 1098-T Forms)	Sent to students and returned as undeliverable, and not covered elsewhere in this Schedule, including but not limited to copies of bad checks, stop payments, replaced check records, and correspondence	6 years	Fiscal 25[217] and 26[218]; and General 10[10] b
BUR-17	Fiscal Reports	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]

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