

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 3/26/2014

CUNY INSTITUTE OF MEXICAN STUDIES

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
MX-1	Meeting Records	For departmental and committee meetings, including all records accepted as part of minutes Agendas, documents distributed at meetings, and background materials	Permanent 1 year	General 1[1] General 3[3]
MX-2	Workshop Records	Records for departmental workshops, including but not limited to instructional materials, sign-in sheets, background materials, and other supporting documentation	6 years after project or program ends	General 12[12]
MX-3	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

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.

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 3/26/2014

CUNY INSTITUTE OF MEXICAN STUDIES

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
MX-4	Donor (and Prospective Donor) Information Records	Records containing information on individuals, organizations, institutions, foundations, or corporations	While Needed	Development 1[78]
MX-5	Records of Gifts Received-- <i>Record of gifts and bequests to the College, including copy of will, copies of deeds, maps and surveys (if applicable), gift agreements, contracts, and any other records of establishment of and use of monies generated by trust fund or endowment</i>	When trust fund or endowment is involved	Permanent	Development 2[283] a
		For gift of work of art, historical or other artifact, or historical manuscript	Permanent	Development 2[283] b
		For gift or bequest not covered in "a" or "b", or by note above	6 years	Development 2[283] c

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.

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 3/26/2014

CUNY INSTITUTE OF MEXICAN STUDIES

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
MX-6	Scholarship Records	Individual scholarship file, including but not limited to applications, list of eligible candidates, list of competition winners and alternates, recommendations, authorization of awards, financial statements, accounting data, reports, and correspondence	6 years	Students 7[125] a
		Tuition waiver and supporting paperwork	6 years, or until transferred to Bursar	Fiscal 8[206], 12[210] b, and 41[242]
		List of scholarships awarded students	Permanent	Students 7[125] b

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.