

**LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 7/29/2014**

**CAMPUS LIFE STUDENT AFFAIRS**

<b>Item</b>	<b>Record Series Title</b>	<b>Description / Examples</b>	<b>Retention</b>	<b>CUNY Schedule Reference</b>
SA-1	Constitutions	For student activities or organizations	6 years after superseded or obsolete	General 9[9] b
SA-2	Brochures/Flyers	Printed materials distributed by department on clubs, special programs, and other general information about department	While Needed	General 11[11] b
SA-3	New Student Tours	Including, but not limited to, attendees, scheduling and staffing information, and other supporting documentation	6 years after program ends	General 12[12]
SA-4	Special Event/ Program Records	Official copy of any program or promotional literature	Permanent	General 38[69] a
		Background materials, correspondence, AV/equipment requests, room reservations, food orders, and any other supporting documentation	6 years	General 38[69] b
SA-5	Photographs/Videos	Created by departments for any purpose and <b>not</b> part of an item listed elsewhere in the Schedule	While Needed	General 39[736]

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SA-6	Student Trip Records	Including, but not limited to, signed liability waivers by participating students, certificates of insurance, basic information about trip, and other supporting documentation	6 years after graduation or date of last attendance of participating students, or 6 years after expiration of insurance, whichever is longer	Students 1[121] c and Insurance 7[252]
SA-7	Student Club Records (Including Student Government)	Records used to confirm compliance to rules governing club activities, including but not limited to internal meeting minutes, membership rosters, club officers, contact information, faculty advisor letters, requests for funding (including supporting documentation), and routine correspondence	6 years	Students 19[892]

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SA-8	Election Records	Student government election records, including but not limited to official copies of guidelines, petition to run, signed student petitions, letters of recommendation, ballots, and election tallies when results are <b>not</b> challenged	6 years	Students 19[892]
		Records of challenges to student government elections	6 years after resolution	Students 11[117]

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