

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 11/1/2013

CAMPUS PLANNING & FACILITIES ** BUILDINGS & GROUNDS ** PROPERTY MANAGEMENT

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
FM-1	Event Planning Records	<p>Contracts</p> <p>Certificates of Insurance</p> <p>Other records related to internal or external groups that use College facilities, including but not limited to requests, routine correspondence, fiscal records, audio-visual equipment requests</p>	<p>6 years after expiration or termination, or 6 years after final payment under contract, whichever is longer</p> <p>6 years after expiration</p> <p>6 years</p>	<p>General 6[6]</p> <p>Insurance 7[252]</p> <p>Public Property and Equipment 10[419]</p>
FM-2	Custodial Inspection Reports	Internal reports of facility cleanliness used solely to disseminate information or for similar administrative purposes	While Needed	General 18[18]

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
FM-3	Off Campus Equipment Forms	Forms listing equipment held off campus, including locations and authorizations, created for administrative convenience	While Needed	General 18[18]
FM-4	Work Schedules	Internal records detailing breakdown of where departmental staff deployed	While Needed	General 18[18]
FM-5	Amount Order Only Logs	Log or schedule used for internal administrative purposes only to track purchases made from the master purchase order	While Needed	General 20[20]
FM-6	Equipment Log	Log of tools and equipment distributed to maintenance workers listed by building	While Needed	General 20[20]
FM-7	Monthly Reports	Log of employee pre-approved or emergency absences, used for internal administrative purposes only	While Needed	General 20[20]

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
FM-8	Metrics Reports	Reports prepared for the VP of Administration and Finance about department's goals and plans	6 years	General 23[23] b
FM-9	Reconciliation Reports	Quarterly reports prepared for CUNY on the reconciliation of inventory purchased, including but not limited to FAM612 reports	6 years	General 23[23] b
FM-10	Art Appraisals	Insurance appraisal reports of campus artwork	Permanent	Archives 5[38] a
FM-11	Disposal Records	Individual load delivery and other detailed records, including manifest form	3 years after waste is accepted by transporter	Environmental 1[913] a

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
FM-12	Asbestos Abatement Files	Building rehabilitation and reconstruction project files, when asbestos is installed, removed, encapsulated, applied, distributed, or otherwise involved	30 years	Environmental 2[773]
		ACP7 (Asbestos Control Program Asbestos Project Notification) forms	30 years	Environmental 2[773]
		ACP5 (Asbestos Control Program "Not an Asbestos Project" Notification) forms	6 years after last entry in project file	Public Property and Equipment 4[415] b

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
FM-13	Pesticide Records-- Including Herbicides, Rodenticides, and Disinfectants	Pesticide application record, showing kind and quantity used, dosage rate, method of application, target organism, and area and time of application	3 years	Environmental 4[775]
		Inventory of pesticides maintained by the College	40 years after superseded or obsolete	Environmental 5[776]
		Annual report of pesticides used, submitted to New York State Department of Environmental Conservation	40 years	Environmental 6[777]
		Application for business/agency pesticide registration, including all related records	1 year after superseded or no longer valid	Environmental 7[778]
		Records relating to certification of an employee as a certified commercial applicator in the use of pesticides, including copy of application, records of training in use of pesticides, examination results, copy of certificate, and recertification records	6 years after termination of employment	Personnel 21[779]
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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
FM-14	Hazardous Materials Records	Hazardous materials location report or exemption filed with fire department or district, or equivalent record	3 years after materials are no longer stored at site; unless materials listed include substances listed in Subpart Z, 29 CFR (federal OSHA regulations). Contact CUNY's Environmental Health and Safety Office	Environmental 10[805] a
		Textual reference information containing medical, chemical, or other information used to assist dispatchers and responding personnel, and maps of agency/service coverages	3 years after superseded or obsolete	Environmental 10[805] b
		Reports on hazardous materials found in the service area in its entirety, or at specific locations	3 years after materials are no longer present at site; unless materials listed include substances listed in Subpart Z, 29 CFR (federal OSHA regulations). Contact CUNY's Environmental Health and Safety Office	Environmental 10[805] c
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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
FM-15	Material Data Safety Sheets	Detailed list of chemicals used on campus, as well as remedial measures to be undertaken in case of emergency, that is produced by department and posted around the College in compliance with OSHA regulations	3 years after superseded or obsolete	Environmental 10[805] b

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
FM-16	Petroleum Bulk Storage and Spill, Prevention, Containment and Countermeasures (SPCC) Records	Training records for employees	90 years	Environmental 17[325] d
		SPCC plan reviews and action reports	Permanent	Environmental 17[325] f
		Monthly and ten-year mandatory inspection reports	10 years	Public Property and Equipment 20[430] b
		Tank integrity tests	10 years	Public Property and Equipment 20[430] b
		Inventory monitoring records	5 years	Public Property and Equipment 20[430] g
FM-17	Operator Licenses	For departmental employees	6 years after termination of employment	Personnel 1[310] b

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
FM-18	Records related to compliance of the Resource Conservation and Recovery Act (including USTs)	Employee training records	6 years after termination of employment	Personnel 5[314]
		USTs operating instructions, including VEEDER-ROOT manuals	6 years after equipment no longer in use	Public Property and Equipment 15[425]
		Storage and disposal facility inspection reports, including those of USTs or other routine maintenance inspection reports	3 years	Public Property and Equipment 20[430] c
		UST release detection system records (including VEEDER-ROOT records) and tightness test results	7 years	Public Property and Equipment 20[430] d
		Closure and post closure records	Permanent	Public Property and Equipment 20[430] e

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
FM-19	Time and Attendance Records	Employee's time records covering requests for change of work schedule, vacation schedule, reports of absence, and requests for leave without pay	6 years	Personnel 3[312]
FM-20	Personnel Records-- Employee Not Hired	Application for employment, including resume, when applicant not hired and official copies are not sent to either Human Resources or the Office of Diversity, Compliance & Inclusion	3 years	Personnel 36[337]
FM-21	Capital Construction or Public Improvement Files-- Projects Approved-- Significant Documentation	Records include, but are not limited to, feasibility studies, successful bids, plans, specifications, designs, project descriptions, in-progress and completion photographs, inspection reports, environmental impact statements, annual project statements, fiscal and other financial reports, and significant change orders and correspondence	6 years after building or facility no longer exists or is no longer owned by college, University, or DASNY	Public Property and Equipment 4[415] a

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
FM-22	Capital Construction or Public Improvement Files-- Projects Approved-- Supplementary Documentation	Records include, but are not limited to, applications for assistance, project budgets, interim fiscal reports, claims, contracts, vouchers, work orders, worksheets, non-significant change orders, memoranda, detailed construction specifications, and routine correspondence	6 years after date of last entry in project file	Public Property and Equipment 4[415] b
FM-23	Certificates of Occupancy	Official copies that are kept separate from project files	6 years after building or facility no longer exists or is no longer owned by college, University, or DASNY	Public Property and Equipment 4[415] a
FM-24	Public Assembly Reports	Assessments of conditions of public assembly areas	6 years after building or facility no longer exists or is no longer owned by college, University, or DASNY	Public Property and Equipment 4[415] a

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
FM-25	Violations Records	Violation records from regulatory agencies for capital projects Violation records for non-capital projects	6 years after building or facility no longer exists or is no longer owned by college, University, or DASNY 6 years after building or facility no longer in use	Public Property and Equipment 4[415] a Public Property and Equipment 7[769] c
FM-26	Official Plans--Significant Building or Facility	Final or "as built" plans, maps, designs, sketches, architectural drawings, and photographs	Permanent	Public Property and Equipment 5[416] a
FM-27	Official Plans- Other Than Significant Building or Facility	Final or "as built" plans, maps, designs, sketches, architectural drawings, and photographs	6 years after building or facility no longer exists or is no longer owned by college, University, or DASNY	Public Property and Equipment 5[416] b

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
FM-28	Official Plans--Other Drawings	Mechanical, electric, and other detailed schematic drawings not covered in FM-26 or FM-27, including detailed specifications not appearing on plans, maps, designs, sketches, or architectural drawings	6 years after building or facility no longer exists or is no longer owned by college, University, or DASNY	Public Property and Equipment 5[416] c
FM-29	Official Plans--Non-Graphic	Other related non-graphic design file documents, including correspondence, cost estimates, reports, planning studies, and other records	6 years after completion of project	Public Property and Equipment 5[416] d
FM-30	Official Plans--Templates	Templates or other similar automated framework or reference files used in conjunction with more specific automated design files	As long as related specific automated design files are retained	Public Property and Equipment 5[416] e
FM-31	Official Plans--Index/Log	Indexes or similar records used to locate, identify, and access plans, maps, designs, sketches, architectural drawings, photographs, and other existing records	Maintain as perpetual data file or other record, deleting information only relating to records that have been disposed of	Public Property and Equipment 5[416] f

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
FM-32	Draft/Intermediary Plans	Draft or intermediary plans, maps, designs, sketches, or architectural drawings, including explanatory textual files, tracings, and other than final or "as built" automated design files	While Needed	Public Property and Equipment 6[417]
FM-33	Work Orders	For repairs to College buildings, other facilities, equipment, or vehicles	6 years after building, other facility, equipment, or vehicle is no longer in use	Public Property and Equipment 7[769] a and c; 14[424] a and c
FM-34	Watch Schedules	Internal record of work schedules	6 years	Public Property and Equipment 7[769] b
FM-35	Engineer Logs	Daily logs noting inspections of College facilities	6 years after building or other facility no longer in use	Public Property and Equipment 7[769] c
FM-36	Suppression Records	Maintenance and repair records related to vapor recovery and functionality tests of systems at College	6 years after building or facility no longer in use	Public Property and Equipment 7[769] c

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
FM-37	Maintenance Contract Records	Records of maintenance, testing, service, operational, and repair records performed via contracts with external maintenance companies, including reports of maintenance and inspections	6 years after building, facility, or equipment no longer in use; or 6 years after expiration, termination, or final payment under contract, whichever is longest	Public Property and Equipment 7[769] c and 14[424] c; Purchasing 2[498]
FM-38	Boiler Inspection Records	Log of routine inspections of boiler and heating systems	6 years after last entry	Public Property and Equipment 7[769] d
		Inspection reports	6 years	Public Property and Equipment 8[770]
FM-39	Con Edison Meter Reading Sheets	Detailed readings performed monthly	6 years after last entry	Public Property and Equipment 7[769] d
FM-40	Daily Pool Logs	Internal records detailing daily testing of the pool for chemical components, temperature, and compliance with sanitary requirements	6 years after last entry	Public Property and Equipment 7[769] d

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
FM-41	Emergency Call Logs	Maintenance and repair logs for buildings or their mechanical, electrical systems, or other infrastructures	6 years after last entry	Public Property and Equipment 7[769] d
		Maintenance or repair logs for vehicles or equipment	6 years after last entry	Public Property and Equipment 14[424] d
FM-42	Emergency Generator Inspection Logs	Weekly inspections of emergency generators	6 years after last entry	Public Property and Equipment 7[769] d
FM-43	Filter Change Records	Replacement and maintenance logs of air filters for air conditioning systems	6 years after last entry	Public Property and Equipment 7[769] d
FM-44	Operating Equipment Logs ("Chiller Logs")	Daily logs noting inspections and maintenance of large air conditioning units in accordance with Environmental Protection Agency (EPA) requirements	6 years after last entry	Public Property and Equipment 7[769] d

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
FM-45	Maintenance, Testing, Service, Operational, and Repair Records for Buildings and Facilities (including their mechanical, electrical systems, or other infrastructure), Equipment or Vehicles--Other	Maintenance or repair records not listed elsewhere in this schedule	6 years after building, other facility, equipment, or vehicles no longer in use	Public Property and Equipment 7[769] a and c; 14[424] a and c
		Maintenance or repair logs or similar records not listed elsewhere	6 years after last entry	Public Property and Equipment 7[769] d and 14[424] d
		Requests for inspection, repair, or service, when no work is performed and no funds expended	1 year	Public Property and Equipment 7[769] h and 14[424] f
		Reports and studies relating to maintenance, testing, service, operation, and repairs	6 years	Public Property and Equipment 8[770] and 14[424] e

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
FM-46	Elevator Inspection Records/HVAC Certificate of Fitness	Maintenance, testing, service, operational, and repair records Reports and studies relating to maintenance, testing, service, operation, and repairs	6 years after building or other facility no longer in use 6 years	Public Property and Equipment 7[769] a and c Public Property and Equipment 8[770]
FM-47	Sustainability Records	Carbon emissions and recycling records	6 years after building, other facility, or equipment no longer in use	Public Property and Equipment 7[769] c and 14[424] c
FM-48	Operating Documents--Air Records	Records of chlorofluorocarbons (CFC) removal from small appliances	6 years	Public Property and Equipment 8[770]
FM-49	Property Inventory Records	Property inventory records, including but not limited to buildings, facilities, vehicles, machinery, and equipment, including "fixed assets" records	Until superseded by updated inventory, or 6 years after replacement, sale, or discontinuance of use of all property listed, whichever is shorter	Public Property and Equipment 11[421]

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
FM-50	Equipment Transfer/ Recycle/ Disposal Records- -Internal	Records relating to the internal transfer/recycle/disposal of equipment no longer part of the inventory, including information pertaining to the disposition of the equipment	6 years	Public Property and Equipment 13[423]
FM-51	Equipment Recycle/ Salvage/ Donation Records-- External	Records relating to the external recycle/salvage/donation of equipment, including vendor certificates, purchase orders, invoices, requisitions, and any additional supporting documentation	6 years	Public Property and Equipment 13[423]
FM-52	Refrigerants List	Records of recovery of air conditioners and subsequent disposal of freon	6 years after last entry	Public Property and Equipment 14[424] d

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
FM-53	Car Requests/Vehicle Use Logs	Car requests made by faculty and staff, including but not limited to detailed data file containing information such as vehicle stops, usage, and locations at specific times or intervals	While Needed	Public Property and Equipment 16[426] a
		Logs, schedules, reports, and queries that contain information of legal or fiscal value	6 years	Public Property and Equipment 16[426] c
		Logs, schedules, reports, and queries that do not contain information of legal or fiscal value	While Needed	Public Property and Equipment 16[426] d

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
FM-54	Underground Storage Tank (UST)/ Petroleum (Gas and Oil) Bulk Storage Records (Including Fuel Use)	Consumption and dispensing records for fuel, oil, or similar products used by publicly owned vehicles or equipment	6 years	Public Property and Equipment 17[427]
		Registration, including application and related records	7 years after expiration or termination of registration or denial of application, or 7 years after tank removed from service or property sold, whichever is longer	Public Property and Equipment 20[430] a
		Monthly and ten-year mandatory inspection reports	10 years	Public Property and Equipment 20[430] b
		Daily and other periodic inspection reports	3 years	Public Property and Equipment 20[430] c
		Test certification for underground storage tanks	7 years	Public Property and Equipment 20[430] d
		Site assessments and related records required when an underground storage tank is abandoned	Permanent	Public Property and Equipment 20[430] e
		Inventory monitoring records	5 years	Public Property and Equipment 20[430] g

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
FM-55	Gasoline Tank Records	Daily visual safety inspections done in compliance with both the New York State Department of Environmental Conservation and New York City Fire Department requirements	3 years	Public Property and Equipment 20[430] c
FM-56	ADA--Self Evaluation Records--	Voluntary compliance plan for facility, including list of persons consulted, description of areas examined, transition plan, list of problems identified, and description of modifications anticipated and made	Permanent	Public Property and Equipment 21[783] a
	<i>Records required under the Americans with Disabilities Act (ADA), Rehabilitation Act of 1973 as amended, or similar state/federal laws, regulations or requirements</i>	Copies of work orders, progress notes, and other supporting documentation	1 year after modifications completed	Public Property and Equipment 21[783] b

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
FM-57	ADA--Inspection Reports	Inspection reports, reviews, and audits (internal and external) created relative to the Americans with Disabilities Act (ADA), Rehabilitation Act of 1973 as amended, or similar state/federal laws, regulations or requirements	6 years after building or facility involved no longer in use	Public Property and Equipment 22[784]
FM-58	Radio Assignments/Repairs	Lists of radio assignments in use per shift	1 year after equipment returned or otherwise disposed of	Public Safety 2[800] c
		Equipment maintenance records	6 years after equipment no longer in use	Public Property and Equipment 14[424] c

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
FM-59	Fire Safety Inspection Reports	Monthly in-house inspections of fire extinguishers performed pursuant to Education Law, Section 807-b, including sprinkler and standpipe inspections Fire department permits	21 years 21 years, to comply with New York State requirements	Public Safety 17[118] Not Included
FM-60	Fire Proofing Records	Certifications covering flame proofing of soft goods (e.g., curtains) allowing for operation of facility	3 years after superseded or obsolete	Public Safety 18[449]

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