

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 7/29/2014

CAREER SERVICES

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
CDS-1	Brochures/Handouts	Printed materials distributed by department on workshops, special programs, and other general information about department	While Needed	General 11[11] b
CDS-2	Workshops	Records for student workshops, including official copies of publications, informational literature, sign-in sheets, enrollment rosters, evaluations, and other supporting documentation	6 years after project or program ends	General 12[12]
CDS-3	Annual Reports	Annual, special, or final report, summary, review, or evaluation containing substantial evidence of College policy, procedures, plans, or directions	Permanent	General 23[23] 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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CDS-4	HRA Student Counseling Records	Student counseling records, including but not limited to requests for placement and career planning concerns, including assistance in internships; and course attendance records necessary to provide documentation for student HRA (City of New York Human Resources Administration) assistance or other purposes	6 years after graduation or date of last attendance	Counseling Services 1[72] and Instruction 7[888]
CDS-5	Reference Materials	Catalogs and related public relations information received from other academic, vocational, or educational institutions	While Needed	Counseling Services 4[76]
CDS-6	Job Fair/Recruitment Records	Career placement records, including but not limited to records of on-campus visits and interviews, job fairs, employer information sessions, and job searches, but not including individual student counseling records	While Needed	Counseling Services 5[886]

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