

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 12/16/2013

CENTRAL RECEIVING-MAIL ROOM-PRINT SHOP

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
MR-1	Sample Originals	Original artwork for coursework or other publications	While Needed	General 11[11] b
MR-2	Mail Service Requisitions	Description of mail room work orders for bulk mailings, interoffice mail, and any other services provided by department	6 years	General 16[16]
MR-3	Log Books--Central Receiving	Log books for deliveries, including distribution information	While Needed	General 20[20]
MR-4	Log Books--Mail Room	Logs (paper and/or electronic) of incoming and outgoing certified mail, USPS Express Mail, USPS delivery confirmation, and bulk mailings, including mailing, inserting, and labeling	While Needed	General 20[20]

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
MR-5	Postal Records	Related to legal notice or official notice to personnel or students, including returned mail	3 years	General 30[30] a
		Not related to legal notice or official notice, including returned mail	1 year	General 30[30] b
MR-6	CAPS (Centralized Account Processing System) Account Statements	Postal statements for bulk mail, business reply mail, and other postal services	1 year	General 30[30] b
MR-7	Printing Requisitions	For materials subject to U.S. Copyright Law	3 years	General 34[582] a
		For materials not subject to U.S. Copyright Law	While Needed	General 34[582] b
		Charge back records	6 years	Purchasing 9[724]

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
MR-8	Postage Transactions Reports	Accounting records of individual department's postage usage and shipping costs	6 years	Fiscal 12[210] b
MR-9	Postage Reserve Account Statements	Monthly balance reports from Pitney Bowes Postage Reserve Account	6 years	Fiscal 39[238]
MR-10	Maintenance Records	Records of repairs and preventative maintenance performed under equipment contracts	6 years after equipment no longer in use	Public Property and Equipment 14[424] c

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