

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 4/14/2014

COLLEGE NOW

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
CN-1	Student Application Files-- <i>Applications, transcripts, test scores, letters of reference, and other supporting documentation</i>	Admitted and enrolled, including registration records Not accepted, or accepted but does not register Incomplete application records for students who did not complete the application process	6 years after graduation or date of last attendance 2 years after date of exclusion or end of permitted enrollment period for accepted applicants While Needed	Admissions 1[60] a and Students 1[121] h Admissions 1[60] b General 10[10] c
CN-2	New Student Orientation Records	Including, but not limited to, official copy of publications, videotapes, or informational literature prepared for public distribution, background materials, and supporting documentation	6 years after project or program ends	General 12[12]

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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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
CN-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
CN-4	Surveys	Survey results, including official copy of survey and permission forms	6 years	General 15[15] a
		Completed survey forms	Until survey results prepared	General 15[15] b
CN-5	Course Syllabi	Official copies of syllabi for courses offered by department	10 years, to comply with academic requirements	Instruction 2[106]
CN-6	Faculty Evaluations	Evaluations of faculty by students	3 years	Instruction 9[113] a
CN-7	Attendance Rosters	For students enrolled in specific sections	6 years	Students 1[121] b
CN-8	Withdrawal Forms	Student requests/authorizations for course withdrawals	6 years	Students 1[121] b

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
CN-9	Recruitment Records--Non-Athletic	Spreadsheets, databases, invitations to events, promotional materials, information collected by admissions counselors, other records related to prospective students Students who apply Student who do not apply	3 years 1 year	Students 12[900] Students 13[901]

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