

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 6/23/2014

COMMUNITY ENGAGEMENT AND NEW STUDENT PROGRAMS

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
NSP-1	Lehman Life Programs	Records of community service programs held outside of Lehman (including those held in the US and abroad), including but not limited to student participation records, application information, proof of insurance, passport, waivers, and other organizational records	10 years, for administrative convenience	General 10[10] b, Academic Affairs 2[54] a, Admissions 1[60] a, Budget 1[46], Budget 4[51] a, Health Services 16[407], Insurance 7[252], and Students 1[121] c
NSP-2	Orientation Printed Materials	Binder holding copies of general orientation information	While Needed	General 11[11] b
NSP-3	Orientation Records	Records of student orientation programs, including but not limited to sign-in/attendee records, agendas, calendars, program evaluations, instructional and promotional materials, and any other 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
NSP-4	Workshop Records	Records of workshops for community service programs, including but not limited to sign-in/attendee records, instructional materials, program evaluations ("Reflections"), and any other records for both pre- and post-program workshops	6 years after project or program ends	General 12[12]
NSP-5	Event Records	Official copy of any program or promotional literature	Permanent	General 36[69] a
		Background materials and supporting documentation, including but not limited to correspondence and promotional materials	6 years	General 38[69] b
NSP-6	Photographs/Videos	Created by department for any purpose and are not part of an item listed elsewhere in the Schedule	While Needed	General 39[736]
NSP-7	Awards	Awards given students by department	6 years after graduation or date of last attendance	Students 1[121] c

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