

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 3/24/2014

CONTINUING AND PROFESSIONAL STUDIES

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
CED-1	Student Refund Records	Requests	6 years	General 10[10] b
		Credit card receipts	6 years	Fiscal 19[721]
		Other fiscal and student records	6 years after last entry	Fiscal 17[237] and 20[86]
CED-2	Reports--Significant	Reports containing substantial evidence of College or departmental policy, procedures, plans, or directions	Permanent	General 23[23] a
CED-3	Reports--Routine	Reports where critical information is contained in other reports, reports that document internal management and housekeeping activities, or reports that contain only routine legal, fiscal, or administrative information	6 years	General 23[23] b
CED-4	Reports--Other	Routine internal reports, reviews, and plans, 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
CED-5	Program Proposals-- Approved	For new or revised programs or contracts	Permanent	Academic Affairs 3[55] a
CED-6	Program Proposals-- Not Approved	Including proposals that do not come out of subcommittee	While Needed	Academic Affairs 3[55] b
CED-7	Departmental Publications-- Significant	Official copy of any literature or other material made available to the public, including departmental bulletins and student handbooks	Permanent	Academic Affairs 6[59] a
CED-8	Departmental Publications-- Routine	Official copies of newsletters, press releases, published reports, bulletins, catalogs, or other publications prepared by College departments, where critical information is also contained in other publications or the publication only contains routine information	While Needed	General 11[11] b
CED-9	Academic Advisement Records	Files for students who receive academic advisement	6 years after graduation or date of last attendance	Counseling Services 1[72]

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
CED-10	Payment Records	Receipts for check/money order payments	6 years	Fiscal 17[237]
		Receipts for credit card payments	6 years	Fiscal 19[721]
		Other student payment records not listed elsewhere in this Schedule	6 years after last entry	Fiscal 20[86]
CED-11	Voucher/Scholarship Records	Records of students who are receiving partial or full scholarships from any source	6 years after final entry in file	Fiscal 18[720] b and 20[86]
CED-12	Outstanding Student Debt Records	Records of unpaid tuition or other open fiscal records for students, including but not limited to correspondence, copies of bad checks, bank communications, and other supporting documentation	6 years after final entry in file showing payment and/or waiver, and removal of registration block	Fiscal 20[86]

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
CED-13	Course Schedules	List of classes offered by department in a given semester	10 years, to comply with accreditation requirements <i>Note:</i> If schedules are needed for course equivalency information for Professional Studies/Adult Degree courses, and information is not available elsewhere, retain Permanently.	Instruction 1[105]
CED-14	Course Syllabi	Official copies of syllabi for courses offered by department	10 years, to comply with academic requirements	Instruction 2[106]

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
CED-15	Personnel Files	<p>Official copy of master summary record from personnel file, including but not limited to age, dates of employment, job titles, and civil service status, or equivalent record</p> <p>Official copies of personnel file materials not held by either Human Resources or the Research Foundation (RF), except master summary information</p>	<p>Permanent</p> <p>6 years after termination of employment</p>	<p>Personnel 1[310] a</p> <p>Personnel 1[310] b</p>
CED-16	Resumes--Applicant Not Hired	Application for employment, including but not limited to resume, correspondence, selection criteria, and interview notes, when applicant not hired	3 years after completion of personnel action, or until forwarded to the Office of Diversity, Compliance and Inclusion	Personnel 36[337] and 37[750]
CED-17	Transcripts (or equivalent records)	Students' permanent academic records in any format	Permanent	Students 1[121] a

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CED-18	Student Records-- Professional Studies (Adult Degree Program)	Records of students enrolled in departmental programs, including but not limited to admissions records, academic advisement, coursework, and other records regarding the students' time at the College	6 years after graduation or date of last attendance for official copies only (any duplicate records that are held elsewhere may be discarded at any time)	Admissions 1[60] a; Counseling Services 1[72]; Instruction 6[110]; and Students 1[121] c and h
CED-19	Student Records-- Continuing Education	Individual attendee records , including but not limited to residence verification, program participation application, summary of participant achievements and attendance, but excluding test papers and answer sheets	6 years	Students 2[895] a
		Test papers and answer sheets for continuing education	6 months	Students 2[895] b
		Database records of courses taken, including grades and test results	Permanent	Students 1[121] a

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
CED-20	General Educational Development (GED) and English as a Second Language (ESL) Course Data	Including, but not limited to applications, registration materials, course information, and exam results	6 years	Students 2[895] a
CED-21	No-Show Students	General student records for students who enroll but do not attend	6 years	Students 2[895] a
		Fiscal records	6 years after last entry	Fiscal 20[86]

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