

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 7/28/2014

COUNSELING CENTER

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
CSL-1	Brochures/Handouts	Printed materials distributed by department on workshops, special programs, and other general information about department	While Needed	General 11[11] b
CSL-2	Workshops/Special Groups/Presentations	Records of programming run by department, including but not limited to sign-in sheets, instructional and promotional materials, evaluations and other supporting documentation	6 years after program ends	General 12[12]
CSL-3	Annual/Special Reports	Reports of all students seen/serviced in the department, as well as reports concerning goals, targets, and other issues of strategic planning	Permanent	General 23[23] a
CSL-4	Student Files	Student counseling records, including but not limited to request for assistance relating to emotional, psychological, personal, and social concerns, including records of academic appeals	6 years after graduation or date of last attendance, or resolution of appeal (if applicable), whichever is longer	Counseling Services 1[72] and Students 11[117]

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
CSL-5	Appointment Slips	List of student appointments, including slips, return cards, counseling schedules, or appointment books	Until superseded or obsolete	Counseling Services 2[74]
CSL-6	Referral Records	Advice and referral records, covering medical, mental health, or other information provided to individuals in person or over the telephone when person involved is or becomes a patient	As long as patient case record is retained	Health Services 5[754] a
		When person involved is not or does not become a patient	6 months	Health Services 5[754] b

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