

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 5/8/2014

DIVISION OF ENROLLMENT MANAGEMENT

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
EM-1	Meeting Records	For departmental and committee meetings, including all records accepted as part of minutes Agendas, documents distributed at meetings, ballots, and background materials	Permanent 1 years	General 1[1] General 3[3]
EM-2	Contracts	Legal agreement, including contract, and release involving a college or the University	6 years after superseded or obsolete	General 6[6]
EM-3	General Correspondence/ Subject Files--Significant Content	Correspondence and subject files that, in the department's opinion, documents significant policies, decisions, activities, events, legal precedents, or legal issues	Permanent	General 10[10] a
EM-4	General Correspondence/ Subject Files--Routine Content	Correspondence and subject files that, in the department's opinion, contains routine legal, fiscal or administrative information	6 years	General 10[10] b
EM-5	General Correspondence/ Subject Files--Other Content	Correspondence and subject files with no legal, fiscal, or administrative value	While Needed	General 10[10] c

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
EM-6	Reports--Internal	Internal reports, reviews, and plans, used solely to disseminate information or for similar administrative purposes	While Needed	General 18[18]
EM-7	Reports--Significant	Reports containing substantial evidence of College or University policy, procedures, plans, or directions	Permanent	General 23[23] a
EM-8	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
EM-9	Job Search Records	Application for employment, including but not limited to resume, correspondence, selection criteria, and interview notes	3 years after completion of personnel action, or until forwarded to Human Resources and/or the Office of Diversity, Compliance and Inclusion	Personnel 36[337] and 37[750]

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