

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 11/18/2013

ENVIRONMENTAL HEALTH & SAFETY

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
EHS-1	EPA Audit Records-- <i>Internal investigation or non-fiscal audit records for audits overseen by CUNY Central Office</i>	Report and recommendation resulting from investigation Background materials and supporting documentation	Permanent 6 years	General 17[17] a General 17[17] b
EHS-2	OSHA Personnel Protective Equipment (PPE) Forms	Forms showing distribution of protective gear (such as goggles, gloves, masks) given to employees	While Needed	General 18[18]
EHS-3	Metrics Reports	Reports prepared for the VP of Administration and Finance about department's goals and plans	6 years	General 23[23] b
EHS-4	Pesticide Records (Including Herbicides, Rodenticides, and Disinfectants)	Application for business/agency pesticide registration, including all related records	1 year after superseded or no longer valid	Environmental 7[778]

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.

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 11/18/2013

ENVIRONMENTAL HEALTH & SAFETY

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
EHS-5	Hazardous Waste Generation Records (Including Universal Waste and Medical Waste)	Individual load delivery and other detailed records, medical waste tracking records, exception reports, manifest forms, and main accumulation logs	3 years after waste accepted by transporter	Environmental 1[913] a and Health Services 12[755] a
		Annual and exception reports	3 years after due date of reports	Environmental 1[913] b
		Test results and waste analysis	3 years after waste removed	Environmental 1[913] c
		Notice of initial or updated waste activity filed annually with the NY State Department of Environmental Conservation's (DEC) Hazardous Waste Unit	Permanent	General 23[23] a

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.

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 11/18/2013

ENVIRONMENTAL HEALTH & SAFETY

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
EHS-6	Lead/Copper Content Testing and Remediation Files	Water sample test results and related records, when lead or copper level exceeds the action level as defined in Section 5-1.41, State Sanitary Code	50 years	Environmental 3[774] a
		Water sample test results and related records, when lead or copper level does not exceed the action level as defined in Section 5-1.41, State Sanitary Code	10 years	Environmental 3[774] b
		Records of remediation by replacement of lead or copper plumbing	6 years after building no longer exists	Environmental 3[774] c
		Records of remediation by elimination or replacement of water cooler not connected to plumbing	6 years after cooler eliminated or replaced	Environmental 3[774] d

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.

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 11/18/2013

ENVIRONMENTAL HEALTH & SAFETY

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
EHS-7	Hazardous Materials Records	Hazardous materials location report or exemption filed with fire department or district, or equivalent record	3 years after materials are no longer stored at site; unless materials listed include substances listed in Subpart Z, 29 CFR (federal OSHA regulations). Contact CUNY's Environmental Health and Safety Office	Environmental 10[805] a
		Textual reference information containing medical, chemical, or other information used to assist dispatchers and responding personnel, and maps of agency/service coverages	3 years after superseded or obsolete	Environmental 10[805] b
		Reports on hazardous materials found in the service area in its entirety, or at specific locations	3 years after materials are no longer present at site; unless materials listed include substances listed in Subpart Z, 29 CFR (federal OSHA regulations). Contact CUNY's Environmental Health and Safety Office	Environmental 10[805] c
<p>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.</p>				

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 11/18/2013

ENVIRONMENTAL HEALTH & SAFETY

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
EHS-8	Radiation Records-- Approvals and Registration	Approval to possess or use radioactive materials received from New York City Department of Health, and related records	3 years after College no longer possesses or uses the radiological materials	Environmental 11[177] a
		Registration of radiation-producing equipment with New York City Department of Health, and related records	2 years after expiration or renewal	Environmental 11[177] b
EHS-9	Radiation Records-- Individual Occupational Doses	Annual or other summary occupational dose records	90 years	Environmental 12[762] a
		Detailed occupational dose records	Until annual or other summary record containing this information is produced	Environmental 12[762] b
		Records of prior occupational doses	90 years	Environmental 12[762] c
		Records of planned special exposures	90 years	Environmental 12[762] d

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.

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 11/18/2013**ENVIRONMENTAL HEALTH & SAFETY**

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
EHS-10	Radiation Records-- Inspections and Testing	Regulatory inspection and audit records, including master summary record and "index card"	90 years	Environmental 13[179] a
		Equipment accuracy testing records, including surveys, calibrations, measurements, and quality control tests	3 years	Environmental 13[179] b

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.

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 11/18/2013

ENVIRONMENTAL HEALTH & SAFETY

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
EHS-11	Radiation Records-- Disposal, Theft, Loss, or Excessive Release	Records concerning theft or loss of radiation source, excessive release of radiation, or excessive exposure of individual to radiation, including documentation of notification	Permanent	Environmental 14[180] a
		Record of disposal by burial in soil	Permanent	Environmental 14[180] b
		Records of disposal by incineration or release into sanitary sewer system	6 years	Environmental 14[180] c
		Records of authorized transfer or receipt, or issue and return of radiation source or radioactive materials	Permanent	Environmental 14[180] d

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.

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 11/18/2013

ENVIRONMENTAL HEALTH & SAFETY

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
EHS-12	Radiation Records-- Program Safety	Records documenting provisions of program	3 years after program ceases to exist	Environmental 15[763] a
		Audits and other reviews of program content and implementation	3 years	Environmental 15[763] b
		Records documenting specific instructions given to workers/ students	90 years	Environmental 15[763] c
EHS-13	Inspection Records-- Science Laboratories/ Classrooms	On-site safety inspection records of College science labs, including individual inspections and summary of findings	3 years after last entry	Environmental 16[324]
EHS-14	Inspection Records-- Other	Other on-site safety inspection records, including individual inspections and summary of findings	3 years after last entry	Environmental 16[324]

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.

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 11/18/2013

ENVIRONMENTAL HEALTH & SAFETY

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
EHS-15	Right to Know	Records pertaining to "Right to Know" policies, including but not limited to lists, or material safety data sheets, of toxic substances present in the workplace and of employees/ students who handle those substances	90 years	Environmental 17[325] a and b
EHS-16A	Toxic Substance Exposure Records (1 of 2)	a) Records of exposure or possible exposure of an employee/student to a toxic substance or other harmful physical agent, including background data to environmental monitoring or measuring, biological monitoring records that are designated as exposure records, material safety data sheets, chemical inventory records indicating use and identity of a toxic substance or harmful physical agent, and related records	90 years	Environmental 17[325] a
		b) Lists, or material safety data sheets, of toxic substances present in the workplace and of employees/ students who handle those substances	90 years	Environmental 17[325] b

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.

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 11/18/2013

ENVIRONMENTAL HEALTH & SAFETY

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
EHS-16B	Toxic Substance Exposure Records (2 of 2)	c) Material safety data sheet or fact sheet providing detailed information on specific toxic or other substance at workplace, when not used for parts "a" or "b" above as the list of toxic substances (as defined in 29 CFR 1910, Subpart Z) in the workplace, or for substances not defined in 29 CFR 1910, Subpart Z as being toxic	3 years after substance no longer present at workplace	Environmental 17[325] c
		d) Training records covering training of individual employee/student in handling toxic substances	90 years	Environmental 17[325] d
		e) Summary records of toxic substance training, including but not limited to minutes of meetings and training sessions and summary descriptions of training given employees/students	90 years	Environmental 17[325] e
		f) Policy statements and procedures issued by a college or the University relative to dealing with toxic substances	Permanent	Environmental 17[325] f

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.

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 11/18/2013

ENVIRONMENTAL HEALTH & SAFETY

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
EHS-17	Petroleum Bulk Storage and Spill, Prevention, Containment and Countermeasures (SPCC) Records	Training records for employees	90 years	Environmental 17[325] d
		SPCC plan reviews and action reports	Permanent	Environmental 17[325] f
		Monthly and ten-year mandatory inspection reports	10 years	Public Property and Equipment 20[430] b
		Tank integrity tests	10 years	Public Property and Equipment 20[430] b
		Records relating to leakage and spillage of underground storage tanks (UST) and above ground storage tanks (AST)	Permanent	Public Property and Equipment 20[430] f
		Inventory monitoring records	5 years	Public Property and Equipment 20[430] g
EHS-18	Employee Training Records--Other	Employee training records that are not included in EHS-16B, EHS-17, or EHS-26	6 years after termination of employment	Personnel 5[314]

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.

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 11/18/2013

ENVIRONMENTAL HEALTH & SAFETY

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
EHS-19	Medical Evaluations (Including Respiratory Clearance)--Exposure to Toxic Substances or Harmful Physical Agents	<p>Medical records concerning exposure to toxic substances or harmful physical agents, including medical questionnaires and histories, results of medical examinations and laboratory tests, medical opinions, diagnoses and recommendations, first aid records, descriptions of treatments and prescriptions, employee medical complaints, and related records, for employee who worked one year or longer</p> <p>Medical records concerning exposure to toxic substances or harmful physical agents, including medical questionnaires and histories, results of medical examinations and laboratory tests, medical opinions, diagnoses and recommendations, first aid records, descriptions of treatments and prescriptions, employee medical complaints, and related records, for employee who worked less than one year, provided copies were given to the employee upon termination of employment, pursuant to 29 CFR 1910.1020 (d-1) (i-C)</p>	<p>90 years</p> <p>3 years after termination of employment unless copies of records are not given to employees upon termination, in which case retain records for 90 years</p>	<p>Personnel 19[330] b</p> <p>Personnel 19[330] c</p>
<p>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.</p>				

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 11/18/2013

ENVIRONMENTAL HEALTH & SAFETY

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
EHS-20	Medical Evaluations (Including Respiratory Clearance)--Other	Employee medical records not related to exposure to toxic substances or harmful physical agents	3 years after termination of employment	Personnel 20[910]
EHS-21	Maintenance Records	Other maintenance or repair records not listed elsewhere in this schedule for buildings or their mechanical, electrical systems, or other infrastructures, or for vehicles or equipment	6 years after building, other facility, vehicles, or equipment no longer in use	Public Property and Equipment 7[769] a and c; and 14[424] a and c
		Requests for inspection, repair, or service, when no work is performed and no funds expended	1 year	Public Property and Equipment 7[769] h and 14[424] f
EHS-22	Sustainability Records	Carbon emissions and recycling records	6 years after building, other facility, or equipment no longer in use	Public Property and Equipment 7[769] c and 14[424] c
EHS-23	Operating Documents--Air Records	Fuel sulfur certifications and semiannual reports	6 years	Public Property and Equipment 8[770]

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.

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 11/18/2013**ENVIRONMENTAL HEALTH & SAFETY**

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
EHS-24	Fume Hood Testing Records	Cumulative summary record for equipment testing	6 years after equipment no longer in use	Public Property and Equipment 14[424] a
EHS-25	Fuel Use Records	Consumption and dispensing records for fuel, oil, or similar products used by publicly owned vehicles or equipment	6 years	Public Property and Equipment 17[427]

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.

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 11/18/2013

ENVIRONMENTAL HEALTH & SAFETY

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
EHS-26	Records related to compliance of the Resource Conservation and Recovery Act (including USTs)	Employee training records	6 years after termination of employment	Personnel 5[314]
		USTs operating instructions, including VEEDER-ROOT manuals	6 years after equipment no longer in use	Public Property and Equipment 15[425]
		Storage and disposal facility inspection reports, including those of USTs or other routine maintenance inspection reports	3 years	Public Property and Equipment 20[430] c
		UST release detection system records (including VEEDER-ROOT records) and tightness test results	7 years	Public Property and Equipment 20[430] d
		Closure and post closure records	Permanent	Public Property and Equipment 20[430] e

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.

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 11/18/2013

ENVIRONMENTAL HEALTH & SAFETY

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
EHS-27	Underground Storage Tank (UST) Records (Gasoline and Oil)	Registration, including application and related records	7 years after expiration or termination of registration or denial of application, or 7 years after tank removed from service or property sold, whichever is longer	Public Property and Equipment 20[430] a
		Monthly and ten-year mandatory inspection reports	10 years	Public Property and Equipment 20[430] b
		Daily and other periodic inspection reports	3 years	Public Property and Equipment 20[430] c
		Test certification for USTs	7 years	Public Property and Equipment 20[430] d
		Site assessment and related records required when a UST is abandoned	Permanent	Public Property and Equipment 20[430] e
		Records relating to leakage and spillage	Permanent	Public Property and Equipment 20[430] f

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.

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 11/18/2013

ENVIRONMENTAL HEALTH & SAFETY

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
EHS-28	Generator Consumption Records-- <i>Energy consumption monitoring records showing use of electricity or fuel, operation of heating and/or cooling equipment, or environmental conditions (temperature, humidity, air quality) in various parts of publicly owned or operated building or other facility</i>	Detailed data collected from sensors or monitors, and detailed reports generated from such data	While Needed	Public Property and Equipment 28[878] a
		Equipment maintenance, testing, and service records, except detailed records of routine activities	6 years after equipment no longer in use	Public Property and Equipment 28[878] b
		Detailed records of routine maintenance, testing, and service	6 years	Public Property and Equipment 28[878] c
		Reports relating to energy consumption and environmental conditions, including reports of problems and corrective actions taken, summary reports of environmental conditions, and reports showing long-term energy consumption trends, along with accompanying charts, graphs, and data tables	6 years	Public Property and Equipment 28[878] d

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.

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 11/18/2013**ENVIRONMENTAL HEALTH & SAFETY**

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
EHS-29	Fire Prevention Inspections	Fire safety inspection reports prepared pursuant to Section 807-b, Education Law, including inspections of fire extinguishers, sprinklers, standpipes, and labs	21 years	Public Safety 17[118]
EHS-30	Fire Permits	Fire department permits	21 years, to comply with New York State requirements	Not Included
EHS-31	Operating Permits	Operating permits for equipment, including but not limited to emergency generators, dust collectors, degreasers, and boilers	TBD	Not Included

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.