

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 4/24/2014

FRESHMAN YEAR INITIATIVE (FYI)

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
FYE-1	Brochures/Handouts	Printed materials distributed by department on workshops, special programs, and other general information about department	While Needed	General 11[11] b
FYE-2	Workshop Records	Rosters of students who took workshops	While Needed	General 20[20]
FYE-3	Syllabi	For courses offered by department	10 years, to comply with academic requirements (for official copies only)	Instruction 2[106]
FYE-4	Student Coursework	Exams, papers, assignments, internal departmental assessment exams, and special exams allowing for course waivers, and any other coursework/exams not held by individual academic departments	2 years after course completed, to preserve records in case of appeal	Instruction 6[110]

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.