

**LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 4/21/2014**

**INSTITUTE FOR LITERACY STUDIES**

| <b>Item</b> | <b>Record Series Title</b>   | <b>Description / Examples</b>  | <b>Retention</b>  | <b>CUNY Schedule Reference</b>   |
|-------------|------------------------------|--|---|----------------------------------|
| WAC-1       | Meeting Records              | For departmental and committee meetings, including all records accepted as part of minutes<br><br>Agendas, documents distributed at meetings, and background materials   | Permanent<br><br>1 year   | General 1[1]<br><br>General 3[3] |
| WAC-2       | Conference/ Workshop Records | Records for departmental conferences/ workshops, including but not limited to instructional materials, sign-in sheets, background materials, and other supporting documentation                                | 6 years after project or program ends                             | General 12[12]                   |
| WAC-3       | Grant Program Files          | Official copies of applications, proposals, narratives, evaluations, reports for grants awarded; including background materials, fiscal records and supporting documentation for grants awarded or not awarded | 6 years after renewal or close of grant, or denial of application | General 13[13] a and b           |
| WAC-4       | Reports--Annual/Special      | Annual or special reports containing substantial evidence of College policy, procedures, plans, or directions  | Permanent   | General 23[23] a                 |

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| WAC-5       | Reports--Routine  | Reports where critical information is contained in other reports, reports that document internal management and housekeeping activities, or reports that contain <b>only</b> routine legal, fiscal, or administrative information | 6 years          | General 23[23] b               |
| WAC-6       | Curriculum Development Records--Course Information ( <b>Not</b> Grant Related)                        | Curriculum and related records describing course of instruction and course content, including transfer status information and course history records  | 7 years          | Academic Affairs 2[54] a       |
| WAC-7       | Curriculum Development Records--Internal Applications Approved ( <b>Not</b> Grant Related)            | Approved internal applications for curriculum   | 7 years          | Academic Affairs 2[54] b       |
| WAC-8       | Curriculum Development Records--Internal Applications <b>Not</b> Approved ( <b>Not</b> Grant Related) | Denied internal applications for curriculum   | 1 year           | Academic Affairs 2[54] c       |

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| WAC-9       | Curriculum Development Records--Planning Records (Not Grant Related)   | Curriculum planning records   | While Needed  | Academic Affairs 2[54] d                                   |
| WAC-10      | Research Records--<br><i>Faculty and faculty-student research maintained separately from faculty personnel records and individual student academic records</i> | Published books, papers, journal articles, and other materials made available to the public<br><br>Other records, including but not limited to records summarizing and publicizing research, and research files which are not the personal property of the researchers, regardless of whether the research is sponsored by government agencies or other sponsors or is unfunded | Permanent<br><br>3 years after research concluded or otherwise terminated | Academic Affairs 7[881] a<br><br>Academic Affairs 7[881] b |
| WAC-11      | Student Coursework   | Student coursework that is <b>not</b> held elsewhere, including but not limited to exams, papers, and other assignments   | 2 years after course completed, to preserve records in case of appeal     | Instruction 6[110]   |

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