

**LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 3/26/2014**

**OFFICE OF INSTITUTIONAL RESEARCH & ASSESSMENT (OIRA)/INSTITUTIONAL ADVANCEMENT**

<b>Item</b>	<b>Record Series Title</b>	<b>Description / Examples</b>	<b>Retention</b>	<b>CUNY Schedule Reference</b>
IR-1	Detail Data	Records used to support and/or create departmental reports	While Needed, but no longer than report for which data is used	General 18[18]
IR-2	Surveys--Non-IRB	Survey results, including official copy of survey and waiver forms, <b>except</b> those prepared for the Institutional Review Board (IRB)	6 years	General 15[15] a
		Completed survey forms	Until survey results prepared	General 15[15] b
IR-3	Surveys--IRB	Surveys and other records prepared for the Institutional Review Board (IRB), including student participation waivers	3 years after research concluded or otherwise terminated	Academic Affairs 8[CU1] 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.

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IR-4	Internal Reports--  <i>Academic, administrative, and historical reports requested by the College community or the CUNY Central Office</i>	Reports containing substantial evidence of College or University policies, procedures, plans, or directions (including but not limited to IPEDs Reports)	Permanent	General 23[23] a
		Reports where critical information is contained in other reports, or reports that contain <b>only</b> routine legal, fiscal, or administrative information	6 years	General 23[23] b
		Internal information records, including internal reports, reviews, and plans, used solely to disseminate information or for similar administrative purposes	While Needed	General 18[18]

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IR-5	External Reports--Middle States	Significant correspondence, reports, questionnaires, self-study records and reports, guides, and related documents transmitted between the College and accrediting bodies	Permanent	Academic Affairs 1[53] a
		Routine correspondence and transmittal records, drafts of guides and reports, and fiscal records	6 years after accreditation approved or denied	Academic Affairs 1[53] b
IR-6	Drafts, Notes, Working Papers, and Posting Records	Created and used in preparation of other records, including records used as input records for departmental databases	While Needed	General 26[26]

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