

**LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 4/24/2014**

**INSTRUCTIONAL SUPPORT SERVICES**

<b>Item</b>	<b>Record Series Title</b>	<b>Description / Examples</b>	<b>Retention</b>	<b>CUNY Schedule Reference</b>
ISS-1	Brochures/Handouts	Printed materials distributed by department on workshops, special programs, and other general information about department	While Needed	General 11[11] b
ISS-2	Survey Records	Survey results, including official copy of survey and permission forms	6 years	General 15[15] a
		Completed survey forms	Until survey results prepared	General 15[15] b
ISS-3	Workshop Sign-In Sheets	List of workshop attendees	While Needed	General 20[20]
ISS-4	Reports--Statistical	Statistical tabulations about students served, types of appointments, other matters	6 years	General 22[22]
ISS-5	Reports--Annual/Special	Annual or special reports containing substantial evidence of College policy, procedures, plans, or directions	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.

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ISS-6	Reports--Other	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
ISS-7	Special Event Files	Background materials and other supporting and planning records for events held by the department	6 years	General 38[69] b
ISS-8	Tutoring Records	Summary records of students receiving tutoring services from department	6 years after graduation or date of last attendance	Counseling Services 1[72]
ISS-9	List of Student Appointments	Records of all appointments	Until superseded or obsolete	Counseling Services 2[74]
ISS-10	Tutor Records--Training Materials	Materials used for tutor orientation and training, including but not limited to procedural information and job duties	While Needed	Instruction 2[106]

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ISS-11	Tutor Application Records- -Applicant <b>Not</b> Hired	Including, but not limited to, applications, resumes, and letters of recommendation when the student is <b>not</b> hired and records are <b>not</b> transferred to either Human Resources, the Research Foundation, or the Office of Diversity, Compliance & Inclusion	3 years after completion of personnel action	Personnel 36[337] and 37[750]
ISS-12	Convocation Records	Official copy of convocation program or other publication	Permanent	Students 18[890] a
		Other convocation records, including but not limited to copies of speeches, press clippings and press releases, Honors recipient information, and other event planning and logistics records	6 years	Students 18[890] b

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