

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 6/23/2014

INTERNATIONAL STUDENT SERVICES

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
ISS-1	J-1/F-1 Visa Files--General Information	Official communications with Department of State/Department of Homeland Security concerning J-1/F-1 visa policies, authorizations, instructions, and certifications	Permanent	General 10[10] a
ISS-2	J-1/F-1 Visa Files--Visa Holders	Records of J-1/F-1 visa holders (including students, faculty, and other visiting scholars), including but not limited to correspondence, copies of DS-2019s, I-20s, passports, financials, College admissions information, reinstatement documents, academic and career counseling records, and other related documentation	6 years after termination of employment for other than students; or 6 years after graduation or date of last attendance for students	Counseling Services 1[72], Personnel 1[310] b and Students 1[121] c
ISS-3	Orientation/Workshops	Orientations and workshops offered by department, including but not limited to instructional materials, sign in sheets, program evaluations, and other supporting and planning documentation	6 years after project or program ends	General 12[12]

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.