

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 4/14/2014

INTERNATIONAL STUDENTS/STUDY ABROAD

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
ISP-1	International Agreements	Articulation agreements, related correspondence, financial and legal addenda, vendor information, lists of participants, and other supporting documentation for programs sponsored by the College	6 years after expiration or termination, 6 years after completion of purchase, or 6 years after final payment under contract, whichever is longest	General 6[6] and Purchasing 2[498]
ISP-2	Study Abroad Program Proposals	Records of programs proposed if program approved	Permanent	Academic Affairs 3[55] a
		Records of programs proposed if program not approved	While Needed	Academic Affairs 3[55] b

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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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
ISP-3	Study Abroad Student Files--Student Attends	<p>Contracts</p> <p>Other records, including but not limited to correspondence, program proposals, student applications, letters of recommendation, budget preparation records and reports; and other student records, such as emergency contact information, immunization records, insurance forms, epermits, waivers and release forms</p>	<p>6 years after expiration or termination, or 6 years after final payment under contract, whichever is longer</p> <p>10 years, for administrative convenience</p>	<p>General 6[6]</p> <p>General 10[10] b, Academic Affairs 2[54] a, Admissions 1[60] a, Budget 1[46], Budget 4[51] a, Health Services 16[407], Insurance 7[252], and Students 1[121] c</p>

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
ISP-4	Study Abroad Student Files--Student Does Not Attend	Documents pertaining to application to programs where the student is not accepted, or is accepted but does not attend, including but not limited to official copies of application, letters of recommendation, and application essay	2 years after date of exclusion	Admissions 1[60] b

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