

**LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 8/7/2014**

**LEGAL AFFAIRS**

<b>Item</b>	<b>Record Series Title</b>	<b>Description / Examples</b>	<b>Retention</b>	<b>CUNY Schedule Reference</b>
LG-1	Meeting Records	Meeting minutes, as well as agendas, background materials, and other documents distributed at meetings when documents are <b>not</b> read into the minutes	Permanent	General 1[1]
		Meeting files, including agendas, background materials, and other documents distributed at meetings when documents are read into the minutes	1 year	General 3[3]

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.

**LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 8/7/2014**

**LEGAL AFFAIRS**

<b>Item</b>	<b>Record Series Title</b>	<b>Description / Examples</b>	<b>Retention</b>	<b>CUNY Schedule Reference</b>
LG-2	Policy Manuals	Manuals involving major procedures, policies, or standards affecting College operations, critical functions, or issues of public visibility or concern created by College or the department	Permanent	General 9[9] a
		Manuals involving routine day-to-day procedures, policies, or standards pertaining to the internal administration of the College created by College or the department	6 years after superseded or obsolete	General 9[9] b
		Manuals created by Central Office or other outside entities and used for informational purposes only	While Needed	General 40[735]

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.

**LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 8/7/2014**

**LEGAL AFFAIRS**

<b>Item</b>	<b>Record Series Title</b>	<b>Description / Examples</b>	<b>Retention</b>	<b>CUNY Schedule Reference</b>
LG-3	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, including those prepared for the New York State Commission on Public Integrity	6 years	General 23[23] b
LG-4	Litigation Files	Office of the Attorney General has the most complete files, but College files are only official copies within CUNY	6 years after case closed, or until youngest person involved attains age 21, whichever is longer	Attorney 1[41]
LG-5	Log Sheets	Legal case log giving chronological listing of cases, including status of cases	While Needed	Attorney 3[43]
LG-6	Subject Files	Records of topics sent to Legal Counsel's office for review, assembled and kept for reference purposes	While Needed	Attorney 5[45]

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.

**LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 8/7/2014**

**LEGAL AFFAIRS**

<b>Item</b>	<b>Record Series Title</b>	<b>Description / Examples</b>	<b>Retention</b>	<b>CUNY Schedule Reference</b>
LG-7	Subpoena Records	Records that are <b>not</b> included in litigation files	1 year after date of response	Attorney 6[880]
LG-8	Labor Condition Application Records for Non-Resident Faculty	Applications submitted by non-resident faculty signed by legal counsel and forwarded to the Department of Labor electronically. Receipt acknowledgement is sent electronically by the Labor Department, and the original signed document is retained in the Legal Counsel's file	6 years after termination of employment	Personnel 1[310] b
LG-9	Visa Files--General Information	Official communications with Department of State/Department of Homeland Security concerning visa policies, authorizations, instructions, and certifications	Permanent	General 10[10] a
LG-10	Visa Files--Visa Holders	Records of faculty visa holders, including but not limited to correspondence, copies of DS-2019s, and other related documentation	6 years after termination of employment	Personnel 1[310] 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.

**LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 8/7/2014**

**LEGAL AFFAIRS**

<b>Item</b>	<b>Record Series Title</b>	<b>Description / Examples</b>	<b>Retention</b>	<b>CUNY Schedule Reference</b>
LG-11	Disciplinary Actions-- Faculty/Staff	Documents detailing charges brought by the College alleging that an employee is incompetent or has engaged in misconduct, or violated College or CUNY workplace policies (sexual harassment, workplace violence, etc.); including, but not limited to, statement of charge, transcript of hearing, notice of decision, letter of termination or resignation, letter of reinstatement, record of appeal procedure, and correspondence	6 years after termination of individual's employment, or 6 years after final decision is rendered, whichever is longer	Personnel 2[311]
LG-12	Ethics Records	Records concerning compliance/non-compliance with College or University ethical standards, including but not limited to notices, list of policymakers, and correspondence	6 years after termination of individual's employment, or 6 years after final decision rendered, whichever is longer	Personnel 2[311]
LG-13	Annual/Other Financial Disclosure Statements	Including, but not limited to, faculty multiple position reports filed by college or University employees or officials	7 years	Personnel 4[313]

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.

**LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 8/7/2014**

**LEGAL AFFAIRS**

<b>Item</b>	<b>Record Series Title</b>	<b>Description / Examples</b>	<b>Retention</b>	<b>CUNY Schedule Reference</b>
LG-14	Grievance Records-- Faculty/Staff	Including, but not limited to, grievance, investigative records, hearing proceedings, decision rendered by the College, employee appeal, records of arbitration procedure, final decision, and correspondence; including reports of violations of College or CUNY workplace policies (sexual harassment, workplace violence, etc.), or other employee complaints	10 years after grievance resolved	Personnel 13[323]
LG-15	Freedom of Information Records Request File	Request for access to public records and response, when request is granted  Request for access to public records, when request is denied, including statement of denial, appeal records, documentation of review and decision	1 year  1 year after final determination	Public Access to Records 3[352] a  Public Access to Records 3[352] 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.