

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 4/24/2014

LEHMAN TEACHING & LEARNING COMMONS (LTLC)

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
LT-1	Brochures/Flyers	Printed materials distributed by department on workshops, special programs, and other general information about department	While Needed	General 11[11] b
LT-2	Seminar/Workshop Records	Records for departmental seminars/workshops, including but not limited to instructional materials, agendas, sign-in sheets, evaluations, and other supporting documentation	6 years after project or program ends	General 12[12]
LT-3	Grant Program Files	Official copies of grant records, including but not limited to applications, proposals, narratives, evaluations, reports for grants awarded; including background materials, fiscal records and supporting documentation for grants awarded or not awarded	6 years after renewal or close of grant, or denial of application	General 13[13] a and b
LT-4	Reports--Statistical	Statistical tabulations about students served, types of appointments, other matters	6 years	General 22[22]

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
LT-5	Reports--Annual/Special	Annual or special reports containing substantial evidence of College policy, procedures, plans, or directions	Permanent	General 23[23] a
LT-6	Reports--Other	Reports where critical information is contained in other reports, reports that document internal management and housekeeping activities, or reports that contain only routine legal, fiscal, or administrative information, and are not listed elsewhere in this Schedule	6 years	General 23[23] b
LT-7	Special Event Files	Background materials and other supporting and planning records for events held by the department	6 years	General 38[69] b
LT-8	STAR Mentor/Coach Records	Records of students receiving services from department, including student attendance sheets and mentors' reports	6 years after graduation or date of last attendance	Counseling Services 1[72]

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LT-9	STAR Mentor/Coach Records--Training Materials	Materials used for mentor/coach orientation and training, including but not limited to procedural information and job duties	While Needed	Instruction 2[106]
LT-10	Job Search Records--Applicant Not Hired	Including, but not limited to, applications, resumes, and letters of recommendation when the candidate is not hired and records are not 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]

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