

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 3/26/2014

OFFICE OF INSTITUTIONAL RESEARCH & ASSESSMENT (OIRA)

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
IR-1	Detail Data	Records used to support and/or create departmental reports	While Needed, but no longer than report for which data is used	General 18[18]
IR-2	Surveys--Non-IRB	Survey results, including official copy of survey and waiver forms, except those prepared for the Institutional Review Board (IRB)	6 years	General 15[15] a
		Completed survey forms	Until survey results prepared	General 15[15] b
IR-3	Surveys--IRB	Surveys and other records prepared for the Institutional Review Board (IRB), including student participation waivers	3 years after research concluded or otherwise terminated	Academic Affairs 8[CU1] 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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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
IR-4	Internal Reports-- <i>Academic, administrative, and historical reports requested by the College community or the CUNY Central Office</i>	<p>Reports containing substantial evidence of College or University policies, procedures, plans, or directions (including but not limited to IPEDs Reports)</p> <p>Reports where critical information is contained in other reports, or reports that contain only routine legal, fiscal, or administrative information</p> <p>Internal information records, including internal reports, reviews, and plans, used solely to disseminate information or for similar administrative purposes</p>	<p>Permanent</p> <p>6 years</p> <p>While Needed</p>	<p>General 23[23] a</p> <p>General 23[23] b</p> <p>General 18[18]</p>

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
IR-5	External Reports--Middle States	<p>Significant correspondence, reports, questionnaires, self-study records and reports, guides, and related documents transmitted between the College and accrediting bodies</p> <p>Routine correspondence and transmittal records, drafts of guides and reports, and fiscal records</p>	<p>Permanent</p> <p>6 years after accreditation approved or denied</p>	<p>Academic Affairs 1[53] a</p> <p>Academic Affairs 1[53] b</p>
IR-6	Drafts, Notes, Working Papers, and Posting Records	Created and used in preparation of other records, including records used as input records for departmental databases	While Needed	General 26[26]

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