

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 5/9/2014

OFFICE OF THE PROVOST

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
AA-1	Meeting Records	For departmental and committee meetings, including all records accepted as part of minutes Agendas, documents distributed at meetings, ballots, and other background materials	Permanent 1 year	General 1[1] General 3[3]
AA-2	Policy Documents/ Manuals	Information on procedures and guidelines for College processes involving major procedures, policies, or standards affecting College operations, critical functions, or issues of public visibility or concern	Permanent	General 9[9] a
AA-3	Inventory of Registered Programs (IRP) Records	Records maintained to assure compliance with New York State Education Department (SED) course coding requirements	Permanent	General 10[10] 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.

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 5/9/2014

OFFICE OF THE PROVOST

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
AA-4	General Correspondence/ Subject Files--Significant Content	Correspondence and subject files that, in the department's opinion, documents significant policies, decisions, activities, events, legal precedents, or legal issues	Permanent	General 10[10] a and Executive 2[198] a
AA-5	General Correspondence/ Subject Files--Routine Content	Correspondence and subject files that, in the department's opinion, contains routine legal, fiscal or administrative information	6 years	General 10[10] b and Executive 2[198] b
AA-6	General Correspondence/ Subject Files--Other Content	Correspondence and subject files with no legal, fiscal, or administrative value	While Needed	General 10[10] c
AA-7	Workshops	Workshops presented by the department to assist faculty with guidance on College and University policies	6 years after program ends	General 12[12]
AA-8	Reports--Annual/Special	Annual, special, or final report, summary, review, or evaluation containing substantial evidence of College policy, procedures, or directions	Permanent	General 23[23] 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.

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 5/9/2014

OFFICE OF THE PROVOST

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
AA-9	Reports--Routine	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	6 years	General 23[23] b
AA-10	Strategic Planning	Annual, special, or other long-range and strategic plans	Permanent	General 24[24]
AA-11	Accreditation Records--Significant	Significant correspondence, reports, questionnaires, self-study records and reports, guides, and related documents transmitted between the College and accrediting bodies	Permanent	Academic Affairs 1[53] a
AA-12	Accreditation Records--Routine	Routine correspondence and transmittal records, drafts of guides and reports, and fiscal records	6 years after accreditation approved or denied	Academic Affairs 1[53] 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 5/9/2014

OFFICE OF THE PROVOST

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
AA-13	Curriculum Development Records--Course Information	Curriculum and related records describing course of instruction and course content, including transfer status information and course history records	7 years	Academic Affairs 2[54] a
AA-14	Curriculum Development Records--Internal Applications Approved	Approved internal applications for curriculum	7 years	Academic Affairs 2[54] b
AA-15	Curriculum Development Records--Internal Applications Not Approved	Denied internal applications for curriculum	1 year	Academic Affairs 2[54] c
AA-16	Curriculum Development Records--Planning Records	Curriculum planning records	While Needed	Academic Affairs 2[54] d
AA-17	Program Proposals--Approved	For new or revised programs, including majors and minors	Permanent	Academic Affairs 3[55] a
AA-18	Program Proposals-- Not Approved	Including proposals that do not come out of subcommittee	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.

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 5/9/2014

OFFICE OF THE PROVOST

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
AA-19	Curriculum/Program Registration Records	Including approvals from a college or the University and registration letters from the State Education Department	Permanent	Academic Affairs 4[56]
AA-20	College Bulletins	Official copy of any literature or other material made available to the public, including college catalogs and student handbooks	Permanent	Academic Affairs 6[59] a
		Detailed course descriptive information, including background materials and supporting documentation	7 years after course or program discontinued	Academic Affairs 6[59] b
		Routine internal information records relating to courses, including but not limited to draft descriptions and tentative course schedules	1 year	Academic Affairs 6[59] c

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 5/9/2014

OFFICE OF THE PROVOST

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
AA-21	Budget Records	Budget preparation file for budget request or estimate submitted by department head, including but not limited to the preliminary or tentative budget, budget appropriation and staffing requests, estimates of revenues or expenditures, narrative of services, budget message, budget hearing and review files, and related records	6 years	Budget 1[46]
		Budgetary change request and approval or denial for change in approved budget, including but not limited to transfer of funds from one budget item to another or request for supplemental funds	6 years	Budget 5[52]
AA-22	Equivalencies/ Waivers	Authorizations and other supporting documentation for staff degree equivalencies or waivers	6 years after termination of employment	Personnel 1[310] b
AA-23	Multiple Position Forms	Faculty reports of supplemental employment	7 years	Personnel 4[313]
AA-24	Faculty Workload Records/ Release Time	Records containing information about CUNY credit allowances for faculty release time	10 years	Not Included

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.