

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 5/9/2014

REGISTRAR

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
RG-1	Manual of Procedures	Involving major procedures, policies, or standards affecting College operations, critical functions, or issues of public visibility or concern	Permanent	General 9[9] a
RG-2	External Requests	Requests from employers or students to verify students' enrollment, attendance, or degree received, including student waiver	1 year after verification, to comply with AACRAO recommendations	General 10[10] c
RG-3	Conferral Letters	To verify awarding of degree prior to completion of College's official transcripts or diplomas	While Needed	General 10[10] c
RG-4	Solomon Amendment Requests	For requests made by the military	6 years after final disposition of request	General 14[33] b
RG-5	Diploma Signature Logs	Log signed by student when diploma picked up	While Needed	General 20[20]
RG-6	Registrar's Reports-- Significant Content	Statistical or other reports containing substantial evidence of policy, plans, and procedures	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

REGISTRAR

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
RG-7	Registrar's Reports-- Routine Content	Statistical or other reports with routine administrative content	6 years	General 23[23] b
RG-8	Registrar's Reports--Other Content	Reports created only for internal convenience having no fiscal, legal, or administrative value	While Needed	General 18[18]
RG-9	Transfer Lists	Lists of transfer students received from UAPC	Until superseded or obsolete	General 25[25]
RG-10	Address Changes	Applications to change students' addresses entered into CUNYfirst	While Needed	General 26[26]

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

REGISTRAR

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
RG-11	Admissions Folders	<p>Applications and supporting documentation for students who are admitted and enrolled, including transfer, re-admitted, and non-degree students, when all information is available in CUNYfirst</p> <p>Transfer credentials, course equivalencies, other academic advisement records, and any other records created in lieu of official transcripts</p>	<p>6 years after graduation or date of last attendance</p> <p>Permanent, or until information transferred into students' official transcript on CUNYfirst</p>	<p>Admissions 1[60] a</p> <p>Students 1[121] a</p>
RG-12	Course Schedules	List of classes offered by department in a given semester, including class title, location, dates, instructor's name, and time of meeting	10 years, to comply with accreditation requirements	Instruction 1[105] and 5[109]
RG-13	Student Transcripts	Transcripts in any format	Permanent	Students 1[121] 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

REGISTRAR

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
RG-14	Attendance Records--Aid Verification Forms	Verification forms used towards students' eligibility for aid from outside sources such as city and state agencies, including but not limited to the Agency for Child Development (ACD), Local 1199 SEIU, NYC Housing Authority, Unemployment Office	6 years	Students 1[121] b and Instruction 7[888]
RG-15	Attendance Records--Commencement of Attendance (COA)	Documentation used to verify students' attendance during the first three weeks of attendance. Results are used to adjust Financial Aid and/or withdrawal status	6 years, <i>unless contested by student. If student files a protest see Item RG-37, Student Appeals</i>	Students 1[121] b
RG-16	Attendance Records--Other	Routine College attendance sheets that pre-date eAttendance/CUNYfirst, including five week rosters	6 years	Students 1[121] b
RG-17	Cancellation of Graduation Forms	When student is not eligible for graduation after audit completed	6 years	Students 1[121] b
RG-18	Change of Grade Records	Submitted by instructor for Incomplete, F-Replacement, or other grade changes	6 years	Students 1[121] 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

REGISTRAR

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
RG-19	Class Rosters	Rosters of students' enrolled by class section	6 years	Students 1[121] b
RG-20	Graduation Lists	Lists of graduates by semester	Permanent, to comply with AACRAO recommendations	Students 1[121] b
RG-21	Student Grade Rosters/ Final Grade Listings	Rosters of students' grades	6 years	Students 1[121] b
RG-22	Withdrawal (Resignation) Applications	For withdrawal from specific classes, including late resignations, unevaluated withdrawals and cancelled registrations	6 years	Students 1[121] b
RG-23	Graduation Audits/ Certifications	Records used as part of the graduation certification process, including degree audit records	6 years	Students 1[121] b and 9[898]
RG-24	CUNY/Non-CUNY Permits/ePermits	Records of students taking courses at campuses other than those which students are matriculated	6 years after graduation or date of last attendance	Students 1[121] 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

REGISTRAR

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
RG-25	Declaration of Major /Minor/ Concentration Forms	For approved applications only	6 years after graduation or date of last attendance	Students 1[121] c
RG-26	Change of Curriculum Forms	For approved applications only	6 years after graduation or date of last attendance	Students 1[121] c
RG-27	Exemption Applications	Submitted by students who based on prior knowledge wish to be exempt from a particular course while still receiving credit, including A-1 forms	6 years after graduation or date of last attendance	Students 1[121] c
RG-28	Veteran's Benefits	Application for veteran's benefits and enrollment certification and related records	3 years	Students 1[121] d
RG-29	Audit Applications	Registration materials for senior citizens and others taking courses with grade of AUD	1 year	Students 1[121] e
RG-30	Change of Program Records	To drop/add courses, including late drops, registration overtallies, and permissions	1 year	Students 1[121] e

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

REGISTRAR

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
RG-31	Duplicate Diploma Applications	Request by student for duplicate diploma	1 year	Students 1[121] e
RG-32	Excess Credit Letters	Requests for verification of how many credits needed for degree and/or how many are in excess of requirements	1 year	Students 1[121] e
RG-33	Pass/Fail Applications	Requests from students to take courses as pass/fail rather than for a grade	1 year	Students 1[121] e
RG-34	Transcript Request Forms	Requests for transcripts	1 year	Students 1[121] e
RG-35	Name/Sex/Social Security Number Change Records	From both currently matriculated students and those who have graduated	3 years	Students 1[121] f
RG-36	Unclaimed Diplomas	Not picked up by graduate	1 year	Students 1[121] g
RG-37	Student Appeals	Requests from students for grade changes, including withdrawals (WA, WN or WU Reversals), or other student complaints	6 years after complaint resolved	Students 11[117]

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

REGISTRAR

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
RG-38	Disclosure/Non-Disclosure Applications- - <i>Requests made by students in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and related legislation</i>	<p>Records of requests for access to and disclosures of personally identifiable information from student education records, as required by FERPA regulations</p> <p>Request for nondisclosure of directory information or non-participation in surveys on or activities in designated areas</p> <p>Consent for records disclosure</p> <p>Waiver of right to inspect and review confidential letters and statements placed in student education records</p>	<p>Same period the requested records are maintained</p> <p>1 year after request terminated or no longer valid, or 1 year after concerned records no longer maintained</p> <p>1 year after consent terminated, or 1 year after concerned records no longer maintained</p> <p>1 year after waiver terminated, or 1 year after concerned records no longer maintained</p>	<p>Students 4[122] b</p> <p>Students 4[122] c</p> <p>Students 4[122] d</p> <p>Students 4[122] e</p>

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.