

**LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 5/8/2014**

**OFFICE OF RESEARCH & SPONSORED PROGRAMS**

<b>Item</b>	<b>Record Series Title</b>	<b>Description / Examples</b>	<b>Retention</b>	<b>CUNY Schedule Reference</b>
OAR-1	Meeting Records	Minutes of faculty or departmental committee meetings, including records accepted as part of minutes  Agendas, documents distributed at meetings, and background materials	Permanent  1 year	General 1[1]  General 3[3]
OAR-2	Contracts	Legal agreement, including contract and release involving a college or the University	6 years after expiration or termination, or 6 years after final payment under contract, whichever is longer	General 6[6]
OAR-3	Workshops/Webinars	Faculty workshops/webinars offered by department, including but not limited to instructional materials, sign in sheets, program evaluations, and other supporting and planning documentation	6 years after project or program ends	General 12[12]

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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OAR-4	Grant Program Files	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
OAR-5	Reports--Significant (Non-Grant Related)	Annual, or other special reports containing substantial evidence of College policy, procedures, or directions	Permanent	General 23[23] a
OAR-6	Reports--Routine (Non-Grant Related)	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	6 years	General 23[23] b

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OAR-7	Release Time (Time and Effort)/ Indirect Cost Recoveries	Records for employees paid out of grant funding  Records of indirect costs coming out of grant funding	6 years  6 years	Payroll 5[295]  Fiscal 8[206] and 41[242]
OAR-8	Faculty Award Records	Applications, nominations, other records for faculty receiving research awards	6 years after termination of employment	Personnel 1[310] b
OAR-9	Student Award Records	Applications, nominations, other records for students receiving research awards	6 years after graduation or date of last attendance	Students 1[121] c

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