

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 3/17/2014

SCHOOL OF ARTS & HUMANITIES, OFFICE OF THE DEAN

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
AH-1	Meeting Records	For departmental and committee meetings, including all records accepted as part of minutes Agendas, documents distributed at meetings, ballots, background material	Permanent 1 year	General 1[1] General 3[3]
AH-2	Reports--Significant	Reports containing substantial evidence of College or University policy, procedures, plans, or directions	Permanent	General 23[23] a
AH-3	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
AH-4	Strategic Planning Records	Annual, special, or other long-range and strategic program plans	Permanent	General 24[24]

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 3/17/2014

SCHOOL OF ARTS & HUMANITIES, OFFICE OF THE DEAN

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
AH-5	Phone Log/Message Book	Telephone call log, statement, or equivalent record	1 year	General 28[28]
AH-6	Accreditation Files-- 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
AH-7	Accreditation Files-- 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
AH-8	Self Study Records (<i>Not</i> related to Accreditation)	Internal curriculum development records used by the department to assess the success of individual courses and programs, including long and short term objectives and goals	7 years	Academic Affairs 2[54] a
AH-9	Correspondence-- Significant	Incoming and outgoing correspondence not included in subject files which documents significant subjects, events, policy decisions, or program development processes	Permanent	Executive 2[198] 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 3/17/2014

SCHOOL OF ARTS & HUMANITIES, OFFICE OF THE DEAN

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
AH-10	Correspondence--Routine	Incoming and outgoing correspondence not included in subject files which documents routine administrative matters	6 years	Executive 2[198] b
AH-11	Correspondence--Other	Incoming and outgoing correspondence not included in subject files which is of no fiscal, legal, or administrative value	While Needed	General 10[10] c
AH-12	Subject Files--Significant Content	Correspondence, memoranda, reports, and other records dealing with significant subjects, events, policy decisions, program development	Permanent	Executive 2[198] a
AH-13	Subject Files--Routine Content	Correspondence, memoranda, reports, and other records dealing with routine administrative matters	6 years	Executive 2[198] b
AH-14	Subject Files--Other Content	Correspondence, memoranda, reports, and other records which have no fiscal, legal, or administrative value	While Needed	General 10[10] 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 3/17/2014

SCHOOL OF ARTS & HUMANITIES, OFFICE OF THE DEAN

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
AH-15	Personnel Records-- (Including Confidential Files)	Official copies of personnel files that are not held by Human Resources, Academic Departments, or the Provost, including but not limited to PAFs, correspondence, appointment/ reappointment letters, publications, and any other records not part of the master summary records	6 years after termination of employment, or until transferred to either Human Resources or the Office of the Provost	Personnel 1[310] b
		Evaluations of adjunct faculty by students	3 years	Instruction 9[113] a
		Evaluations of full time faculty by students	7 years	Instruction 9[113] a
		Evaluation of faculty by individuals other than students, including but not limited to peer observation reports and annual evaluations	6 years after termination of employment	Instruction 9[113] 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.