

**LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 6/4/2015**

**SCHOOL OF HEALTH SCIENCES, HUMAN SERVICES & NURSING, OFFICE OF THE DEAN**

<b>Item</b>	<b>Record Series Title</b>	<b>Description / Examples</b>	<b>Retention</b>	<b>CUNY Schedule Reference</b>
HHN-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]
HHN-2	Reports--Significant	Reports containing substantial evidence of College or University policy, procedures, plans, or directions	Permanent	General 23[23] a
HHN-3	Reports--Routine	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
HHN-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.

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HHN-5	Phone Log/Message Book	Telephone call log, statement, or equivalent record	1 year	General 28[28]
HHN-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
HHN-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
HHN-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

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HHN-9	Correspondence--Significant	Incoming and outgoing correspondence <b>not</b> included in subject files which documents significant subjects, events, policy decisions, or program development processes	Permanent	Executive 2[198] a
HHN-10	Correspondence--Routine	Incoming and outgoing correspondence <b>not</b> included in subject files which documents routine administrative matters	6 years	Executive 2[198] b
HHN-11	Correspondence--Other	Incoming and outgoing correspondence <b>not</b> included in subject files which is of no fiscal, legal, or administrative value	While Needed	General 10[10] c
HHN-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
HHN-13	Subject Files--Routine Content	Correspondence, memoranda, reports, and other records dealing with routine administrative matters	6 years	Executive 2[198] b

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HHN-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
HHN-15	Personnel Records-- (Including Confidential Files)	Official copies of personnel files that are <b>not</b> held by Human Resources, Academic Departments, or the Provost, including but not limited to PAFs, correspondence, appointment/ reappointment letters, publications, and any other records <b>not</b> 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

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