

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 3/24/2014

SCHOOL OF NATURAL AND SOCIAL SCIENCES, OFFICE OF THE DEAN

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

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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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
NS-4	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
NS-5	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
NS-6	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
NS-7	Correspondence--Routine	Incoming and outgoing correspondence not included in subject files which documents routine administrative matters	6 years	Executive 2[198] b
NS-8	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

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
NS-9	Subject/Chronological Files--Significant Content	Correspondence, memoranda, reports, and other records dealing with significant subjects, events, policy decisions, program development	Permanent	Executive 2[198] a
NS-10	Subject/Chronological Files--Routine Content	Correspondence, memoranda, reports, and other records dealing with routine administrative matters	6 years	Executive 2[198] b
NS-11	Subject/Chronological Files--Other Content	Correspondence, memoranda, reports, and other records which have no fiscal, legal, or administrative value	While Needed	General 10[10] c

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