

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 5/16/2014

SEEK (Search for Education, Elevation and Knowledge)

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
SK-1	Confidentiality Records	Confidentiality agreements between SEEK and the student, as well as student waiver for release of information	6 years after expiration or termination of agreement	General 6[6]
SK-2	Orientation Records	Including, but not limited to, informational materials, attendees, planning records, and other supporting documentation	6 years after project or program ends	General 12[12]
SK-3	Grant Files	Official copies of grant records not held elsewhere , including but not limited to applications, proposals, narratives, evaluations, reports; 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
SK-4	Reports--Annual/Special	Annual or special reports containing substantial evidence of College policy, procedures, plans, or directions	Permanent	General 23[23] a

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SK-5	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
SK-6	Long Range Planning Records	Long range planning records containing significant and/or unique content	Permanent	General 24[24]
SK-7	Program Proposals--Approved	For new or revised programs	Permanent	Academic Affairs 3[55] a
SK-8	Program Proposals-- Not Approved	Including proposals that do not come out of subcommittee	While Needed	Academic Affairs 3[55] b
SK-9	Student Tutoring Records	Tutor notes and other information regarding tutoring services provided for and received by students	6 years after graduation or date of last attendance	Counseling Services 1[72]
SK-10	Tutoring Appointment Records	List of student appointments, including slips, return cards, counseling schedules, or appointment books	Until superseded or obsolete	Counseling Services 2[74]

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SK-11	Course Syllabi	Syllabi for courses offered by department	10 years, to comply with academic requirements	Instruction 2[106]
SK-12	Job Search Records	Application for employment, including but not limited to resume, correspondence, selection criteria, and interview notes	3 years after completion of personnel action, or until forwarded to Human Resources and/or the Office of Diversity, Compliance and Inclusion	Personnel 36[337] and 37[750]
SK-13	Student Files	Records of enrolled students, including but not limited to Summer Program records, attendance, admissions data, correspondence, student survey, commitment forms, entrance exam information, progress notes, counselor notes, academic advisement, and any other supporting documentation	6 years after graduation or date of last attendance	Students 1[121] c and h; Counseling Services 1[72]
SK-14	Academic Warning Records	Including, but not limited to, program warning and dismissal letters, student contracts, and progress reports	6 years after graduation or date of last attendance	Students 1[121] c

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SK-15	Transfer/Withdrawal Documents	Transfer forms and/or Relinquish Program Status documents for SEEK students who wish to either transfer to/from another college or university before or after graduation, or withdraw from the program	6 years after graduation or date of last attendance	Students 1[121] c
SK-16	Freshman Seminar Records	Student records for the non-credit bearing seminars, including but not limited to individual attendee records, summary of participant achievements, grades and test results, but excluding test papers and answer sheets	6 years	Students 2[895] a
		Test papers and answer sheets	6 months	Student 2[895] b

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