

**LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 5/16/2014**

**SPECIAL ACADEMIC SESSIONS**

<b>Item</b>	<b>Record Series Title</b>	<b>Description / Examples</b>	<b>Retention</b>	<b>CUNY Schedule Reference</b>
SAS-1	Articulation Agreements	Educational partnership records with other colleges	6 years after expiration or termination, or 6 years after final payment under contract (if applicable), whichever is longer	General 6[6]
SAS-2	Admissions Folders--  <i>Applications, transcripts, immunization records, residency information, and other supporting documentation</i>	Admitted and enrolled	6 years after graduation or date of last attendance, or until transferred to the Registrar	Admissions 1[60] a
		<b>Not</b> accepted, or accepted but <b>does not</b> register	2 years after date of exclusion or end of permitted enrollment period for accepted applicants	Admissions 1[60] b
		Transcripts and supporting documentation for students who did not complete the application process	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.

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SAS-3	Consortium Agreements	Promissory notes and other supporting documents between Lehman and student regarding student's guarantee of payment, regardless if out of financial aid or through direct payment	6 years after payment, cancellation of loan, or last entry in student's file, whichever is longest	Financial Aid 1[84] and 4[CU3]; Fiscal 20[86]

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