

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 7/29/2014

STUDENT AFFAIRS, OFFICE OF THE VICE PRESIDENT

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
SAF-1	Meeting Records	For departmental and committee meetings, including all records accepted as part of minutes Agendas, documents distributed at meetings, and other background materials	Permanent 1 year	General 1[1] General 3[3]
SAF-2	General Correspondence/ Subject Files--Significant Content	Correspondence and subject files that, in the department's opinion, documents significant policies, decisions, activities, events, legal precedents, or legal issues	Permanent	General 10[10] a and Executive 2[198] a
SAF-3	General Correspondence/ Subject Files--Routine Content	Correspondence and subject files that, in the department's opinion, contains routine legal, fiscal or administrative information	6 years	General 10[10] b and Executive 2[198] b
SAF-4	General Correspondence/ Subject Files--Other Content	Correspondence and subject files with no legal, fiscal, 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.

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
SAF-5	Student Grant Records	Master fiscal summary record of grants awarded to students	Permanent	Fiscal 18[720] a
		Detailed fiscal records of grants awarded to students, excluding master summary record	6 years	Fiscal 18[720] b
		Individual grant file, including but not limited to applications, list of eligible candidates, authorization of awards, financial statements, accounting data, reports, and correspondence	6 years	Students 7[125] a

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SAF-6	Student Disciplinary Records	Including, but not limited to, suspension notices, suspension hearing records, probationary condition adherence records, expulsion records, correspondence, fine assessment, and any other related records	Permanent <i>Note: Records covered by this item may be destroyed before this retention period has been reached, if specified either in the faculty-student disciplinary committee's decision, the decision on any appeal under CUNY bylaws, or a mediation agreement expressly indicating such</i>	Students 10[899]

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