

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 11/18/2013

STUDENT FINANCIAL SERVICES

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
SF-1	Withdrawals Requests (Non-Tax Levy [NTL] Payment Records)	Records used to determine billing and charges, including notices of encumbrance and correspondence	6 years	Fiscal 8[206] and 12[210] b; General 10[10] b
		Copy of check or check stub	6 years	Fiscal 27[219]
		Deposit records	6 years	Fiscal 31[223]
		Check requests	6 years	Fiscal 32[229]
		Authorizations to pay	6 years	Fiscal 36[234] b
		Purchase orders, requisitions, or similar records used to obtain materials, supplies, or services	6 years	Purchasing 1[496]
		Packing slips, invoices, or similar records used to verify receipt of supplies	6 years	Purchasing 5[501]

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
SF-2	Metrics Reports	Reports prepared for the VP of Administration and Finance about department's goals and plans	6 years	General 23[23] b
SF-3	College Work Study (CWS) Time Sheets	Official copies of CWS timesheets	6 years after graduation, date of last attendance, or financial accounting, whichever is longest, or until transferred to the Financial Aid Office	Financial Aid 1[84]
SF-4	Perkins Records	Promissory notes, entrance and exit interviews, and other documents for both Perkins and direct loans	6 years after repayment, cancellation, or assignment to the Department of Education	Financial Aid 4[CU3]
SF-5	General Ledger	General ledger showing summary receipts and disbursements from all funds and accounts	6 years after last entry	Fiscal 1[199]
SF-6	Parking Applications	Applications for parking decals, including cash receipt or copy of check	6 years	Fiscal 5[203], 17[237], and 27[219]

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SF-7	Vending Machine Records	Cash transaction record showing cash received from collection of various fees and petty cash disbursed	6 years	Fiscal 5[203]
SF-8	Direct Deposit Records	Authorization for direct deposit of checks by students	6 years after last entry	Fiscal 20[86]
SF-9	Tax Return Records	Tax returns, including but not limited to 990-T/CHAR500 information returns regarding unrelated business income	Permanent	Fiscal 21[CU4] a
		Work papers, supporting documentation, correspondence, and other related records for tax returns	7 years	Fiscal 21[CU4] b
		Employer's copy of New York State income tax records relating to employees	4 years after tax paid	Payroll 19[309]

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SF-10	Fiscal Audit Records	Audits filed pursuant to Section 35, General Municipal Law, conducted by the Office of the State Comptroller, the New York City Comptroller, or an outside auditing firm	Permanent	Fiscal 22[214] a
		Other external audits	7 years	Fiscal 22[214] b
		Internal audits conducted by College or University officials	7 years	Fiscal 22[214] c
SF-11	Fiscal Audit Backup Records	Audit background documentation, including summaries, posting records, and related records created by an auditing office as part of the auditing procedure	6 years	Fiscal 23[215]
SF-12	Blank Parking Decals	Record of unsold parking decals maintained for audit purposes	6 years	Fiscal 23[215]

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SF-13	Banking Records	Banking communications, including but not limited to bank statement, reconciliation, notification of voiding or return of check, cancellation of payment, positive pay records, or other notices for checking or savings account	6 years	Fiscal 25[217]
SF-14	Canceled Checks	Canceled checks, including voided checks	6 years	Fiscal 26[218]
SF-15	Deposit Slips	For departmental accounts	6 years	Fiscal 31[223]
SF-16	Financial Statements /Fiscal Reports-- Other than Annual	Daily, weekly, monthly, quarterly, or other periodic fiscal reports, including but not limited to book sales report, cafeteria report, Nayyarson's catering reports, daily funds report, daily cash report, statement of monthly balances, recapitulation of disbursements, and receipts and other supporting documentation	6 years	Fiscal 39[238] and 17[237]

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SF-17	Financial Statements/ Fiscal Reports-- Annual/Final	Official copy, when not included in minutes	Permanent	Fiscal 40[239] a
SF-18	Form W-2 and 1099	Employer's copies of withholding tax statements and U.S. information returns, or equivalent forms	4 years	Payroll 17[307]
SF-19	Passport Records	Passport transmittal records, documenting transmittal of passport applications and applicable fees to passport agencies of the federal Department of State	6 years Retention reference from Schedule CO-2, Miscellaneous 19[197]	Not Included

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