

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 7/29/2014

STUDENT HEALTH CENTER

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
HS-1	Confidentiality Agreements	Signed by anyone who works at the Health Center	6 years after expiration or termination of agreement	General 6[6]
HS-2	Medical Protocols	Involving day to day operations or treatment methods	6 years after superseded or obsolete	General 9[9] b
HS-3	Brochures/Flyers	Printed materials distributed by department on workshops, special programs, and other general information about department	While Needed	General 11[11] b
HS-4	Insurance Complaint Records	Records of problems with student's private medical insurance company	1 year after complaint resolved	General 14[33] c
HS-5	Survey Records	Survey results, including official copy of survey and permission forms	6 years	General 15[15] a
		Completed survey forms	Until survey results prepared	General 15[15] b

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HS-6	Reports--Statistical	Reports of statistical information gathered by department	6 years	General 22[22]
HS-7	Reports--Significant	Annual or special reports containing significant evidence of College policy, procedures, plans, or directions	Permanent	General 23[23] a
HS-8	Reports--State	Data gathered by department for inclusion in the New York State Post-Secondary Institutional Immunization Survey Summary prepared by the CUNY Office of Student Affairs, Student Health Services Department	6 years	General 23[23] b
HS-9	Reports--Other	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

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HS-10	Wellness/Special Event Records	Background materials and supporting documentation, including but not limited to invitations, sign-in sheets, surveys, brochures, and other promotional materials	6 years	General 38[69] b
HS-11	Clearance Records	Consultation and clearance records to determine student eligibility to participate in campus sports activities	6 years after graduation or date of last attendance	Athletics 7[101]
		To allow student participation in academic programs not held at College	6 years after graduation or date of last attendance	Students 1[121] c
HS-12	Audit Records	Certification, licensing, and accreditation records covering review and approval by state or federal agency or professional review organization to operate facility or program, to conduct tests, or to perform specified work, including lists of permissible procedures or tests	7 years after superseded, revoked, or no longer valid	Health Services 1[356]

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HS-13	Referral Records	Advice and referral records, covering medical, mental health, or other information provided to individuals in person or over the telephone when person involved is or becomes a patient When person involved is not or does not become a patient	As long as patient case record is retained 6 months	Health Services 5[754] a Health Services 5[754] b
HS-14	Medical Records-- <i>Records of students, faculty, or staff seen by the Center, including but not limited to basic patient data, complaint, what treatment (if any) was given, referrals, and date seen</i>	Master summary record giving basic data on individual patients Intake/treatment records outlining services given on a particular visit for students Intake/treatment records outlining services given on a particular visit for faculty/staff	Permanent 6 years after last entry 3 years after termination of employment	Health Services 13[358] Health Services 18[98] Personnel 20[910]

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
HS-15	Immunization Authorizations/Consent	Records, including consent forms signed by students, documenting permission and release for MMR, influenza, meningitis, or other immunizations administered by the Health Center not held in student medical file	6 years or until student attains age 21, whichever is longer	Health Services 16[407]
HS-16	Medical Waivers and Exemptions	Temporary waiver or permanent exemption from immunization requirements, including but not limited to religious and veteran's waivers	6 years or until student attains age 21, whichever is longer, or until immunization records are received	Health Services 16[407]
HS-17	Student Immunization Forms	Form submitted by student as precondition for registration	6 years or until student attains age 21, whichever is longer	Health Services 16[407]
HS-18	TB Skin Tests	Records of TB tests and results not held in student medical file, whether or not services provided by the Health Center	6 years or until student attains age 21, whichever is longer	Health Services 16[407]

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HS-19	Vaccine Distribution and Usage Report	Official copies of vaccine usage and distribution records submitted to CUNY's University Immunization & Special Programs Coordinator	25 years	Health Services 17[408] a
HS-20	Post-Secondary Immunization Survey	Survey of tallies of vaccines administered by age group submitted to CUNY's University Immunization & Special Programs Coordinator, including statistical or similar records of vaccines administered	5 years	Health Services 17[408] b
HS-21	Smoking Cessation Records	Records of patients receiving smoking cessation items such as patches, gum, etc.	6 years after last entry	Health Services 18[98]
HS-22	Laboratory Master Summary Records (Including accession sheet or register)	Register of laboratory tests performed	7 years	Health Services 19[388] a
		Record of collection of specimens	7 years	Health Services 19[388] b
HS-23	Laboratory Test Data Files	Providing summary and/or detailed information on clinical laboratory tests performed and results	7 years	Health Services 20[759]

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HS-24	Laboratory Maintenance Records	Preventative maintenance, service, or repair records for laboratory equipment or instruments	As long as equipment or instruments remain in use and test results using equipment or instruments are retained	Health Services 21[391]
HS-25	Laboratory Quality Control Records	Covering laboratory equipment and procedures	As long as test results using equipment are retained, but not less than 2 years	Health Services 22[392]
HS-26	Insurance Policies	Insurance policies covering personal injury liability or general liability, when no outstanding claims are involved	6 years after expiration, or until report on examination is filed, whichever is longer	Insurance 4[249]
		Insurance policies for medical malpractice and employer's liability insurance policy, when no outstanding claims are involved	18 years after expiration	Insurance 5[250]

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HS-27	Employee Records	Personnel records that are not held by either Human Resources or the Research Foundation, including but not limited to licensing records, staff evaluations, and immunization records	6 years after termination of employment	Personnel 1[310] b
HS-28	Temperature Logs	Records of refrigerator and medication closet	6 years after last entry	Public Property and Equipment 14[424] d
HS-29	Vaccine Request Forms	Used to request vaccines from the New York City Department of Health	6 years	Purchasing 1[496]
HS-30	Student Hold File	Records related to reversals of student account holds (WA [Waiver Reversal])	6 years after graduation or date of last attendance	Students 1[121] c

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