

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 5/8/2014

UNDERGRADUATE ADMISSIONS

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
UAD-1	Admissions Reports-- Significant Content	Statistical reports, comparison charts, other reports containing substantial evidence of policy, procedures, or plans	Permanent	General 23[23] a
UAD-2	Admissions Reports-- Routine Content	Statistical reports, comparison charts, other reports with routine administrative content	6 years	General 23[23] b
UAD-3	Admissions Folders-- <i>Applications and supporting documentation</i>	Admitted and enrolled, including international students, and transfer students credentials Accepted but does not register Loose credentials for students who did not complete the application process, including transcripts, information from Educational Testing Service (ETS), letters of recommendation, and any other supporting documentation	6 years after graduation or date of last attendance, or until transferred to the Registrar 2 years after date of exclusion or end of permitted enrollment period for accepted applicants While Needed	Admissions 1[60] a Admissions 1[60] b 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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UAD-4	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]
UAD-5	Change of Name/ Address/ Social Security Number	For students	3 years	Students 1[121] f
UAD-6	Non-Degree Applications	Application and supporting documentation for students taking non-credit or continuing education courses; or non-matriculated students taking credit bearing courses for no credit, whether or not student registers	6 years	Students 2[895] a
UAD-7	Residency Forms	For in-State students only	6 years	Students 5[123] a

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UAD-8	Recruitment Records (Non-Athletic) --Students Who Apply	Spreadsheets, databases, invitations to events, promotional materials, information collected by admissions counselors, other records related to prospective students	3 years	Students 12[900]
UAD-9	Recruitment Records (Non-Athletic) -- Students Who Do Not Apply	Spreadsheets, databases, invitations to events, promotional materials, information collected by admissions counselors, other records related to prospective students	1 year	Students 13[901]

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