

**LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 7/29/2014**

**VETERANS AFFAIRS**

<b>Item</b>	<b>Record Series Title</b>	<b>Description / Examples</b>	<b>Retention</b>	<b>CUNY Schedule Reference</b>
VA-1	Bylaws	For student Veterans club	6 years after superseded or obsolete	General 9[9] b
VA-2	Special Event Records	Official copy of any program or promotional literature	Permanent	General 38[69] a
		Other records of department's participation in campus and community events, including but not limited to correspondence, promotion materials, and other organizing and background materials	6 years	General 38[69] b
VA-3	Federal Work Study (FWS) Records	Contracts, tax forms, I-9 forms, time sheets, and other documents related to FWS students	6 years after graduation, date of last attendance, or financial accounting, whichever is longest	Financial Aid 1[84]

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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VA-4	Student Folder/ Compliance Records--  <i>Student records maintained for both counseling and compliance purposes</i>	Withdrawal/change of schedule records  Application for veteran's benefits and enrollment certification and related records, including records for students who do not enroll  Other student records, such as Change of Student Status Records (VA Form 22-1999, 22-1999b, or similar), applications, fee waivers, and Report of Separation Form DD-214	6 years  3 years  6 years after graduation or date of last attendance	Students 1[121] b  Students 1[121] d  Students 1[121] c

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VA-5	Veterans Club	Records used to confirm compliance to rules governing club activities, including but not limited to meeting minutes, membership rosters, contact information, and faculty advisor letters; information about club officers, including contact information; event records, including proposals, flyers/brochures, and other organizing records for events; election records, including election dispute records	6 years	Students 19[892]

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