

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 7/28/2014

HEALTH EDUCATION & PROMOTION (LEHMAN WELLNESS)

| Item | Record Series Title | Description / Examples | Retention | CUNY Schedule Reference |
|-------------|----------------------------|--|----------------------------|--------------------------------|
| HEP-1 | Brochures/Handouts | Printed materials distributed by department on workshops, special programs, and other general information about department | While Needed | General 11[11] b |
| HEP-2 | Workshops | Student workshop records, including but not limited to pre/post tests, lesson plans, sign-in sheets and handouts | 6 years after program ends | General 12[12] |
| HEP-3 | Compilation Reports | Evaluations of pre/post test results | 6 years | General 22[22] |
| HEP-4 | Annual Reports | Reports containing substantial evidence of College policy, procedures, plans, or directions | Permanent | General 23[23] a |
| HEP-5 | Assessment Plans | Routine reports created for use by Institutional Research | 6 years | General 23[23] b |

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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| HEP-6 | Wellness/Special Event Records | Background materials and supporting documentation, including but not limited to invitations, sign-in sheets, surveys, raffles, brochures, and other promotional materials | 6 years | General 38[69] b |
| HEP-7 | Student Training Records | For students who want to assist with departmental training programs | 6 years after graduation or date of last attendance | Counseling Services 1[72] |
| HEP-8 | Lesson Plans | Workshop lesson plans, if held separately from workshop files | While Needed | Instruction 2[106] |

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