

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 4/14/2014

SCHOLARSHIP OFFICE

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
SCP-1	Scholarship Literature	Brochures, flyers, catalogs, and any other promotional literature received from outside companies	While Needed	General 40[735]
SCP-2	Outside Scholarship Records	Records related to tuition reimbursements for students holding non-CUNY scholarships, including information provided to either the Bursar or Financial Aid	6 years after last entry	Fiscal 20[86]
SCP-3	Scholarship Records	Individual scholarship file, including but not limited to applications, list of eligible candidates, list of competition winners and alternates, recommendations, authorization of awards, financial statements, accounting data, reports, and correspondence	6 years	Students 7[125] a
		List of scholarships awarded students	Permanent	Students 7[125] 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.