

**LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 4/24/2014**

**SCHOOL OF EDUCATION, OFFICE OF THE DEAN**

| <b>Item</b> | <b>Record Series Title</b>                         | <b>Description / Examples</b>   | <b>Retention</b>        | <b>CUNY Schedule Reference</b>          |
|-------------|--|---|-------------------------|---|
| EDO-1       | Meeting Records                                    | For departmental and committee meetings, including all records accepted as part of minutes<br><br>Agendas, documents distributed at meetings, background material | Permanent<br><br>1 year | General 1[1]<br><br>General 3[3]        |
| EDO-2       | Certification Codes                                | Manuals involving major procedures, policies or standards affecting College operations, critical functions, or issues of public visibility or concern             | Permanent               | General 9[9] a                          |
| EDO-3       | Correspondence/ Subject Files--Significant Content | Correspondence, memoranda, reports, and other records dealing with significant subjects, events, policy decisions, program development                            | Permanent               | General 10[10] a and Executive 2[198] a |
| EDO-4       | Correspondence/ Subject Files--Routine Content     | Correspondence, memoranda, reports, and other records dealing with routine administrative matters   | 6 years                 | General 10[10] b and Executive 2[198] 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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|-------------|--|--|--|--------------------------------|
| EDO-5       | Correspondence/ Subject Files--Other Content | Correspondence, memoranda, reports, and other records which have no fiscal, legal, or administrative value   | While Needed                               | General 10[10] c               |
| EDO-6       | Workshop Records                             | Records for student workshops, including but not limited to instructional materials, registrant sign-in sheets, background materials, and other supporting documentation | 6 years after project or program ends      | General 12[12]                 |
| EDO-7       | Certification Applications                   | Application  | 6 years after final disposition of request | General 14[33] b               |
| EDO-8       | 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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| EDO-9       | Student Certification Files    | Records of students' certifications, including but not limited to student contact information and type of certification(s) achieved  | 10 years after certification(s) received, but may be kept longer if needed for administrative purposes | Students 1[121] c              |
| EDO-10      | Internship Certification Files | For students who receive Internship Certifications, but have not completed the remainder of the requirements for other certification(s)  | 6 years after graduation or date of last attendance  | Students 1[121] c              |
| EDO-11      | Student Teaching Files         | Records related to accepted students who attend the School of Education, including but not limited to student teaching assessments, admissions records, time sheets, and any other records not listed elsewhere on this Schedule | 6 years after graduation or date of last attendance  | Students 1[121] c and h        |
| EDO-12      | Student Complaint Records      | Complaints by students regarding faculty conduct, student teaching issues, other issues  | 6 years after resolution   | Students 11[117]               |

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