

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 4/14/2014

SMALL BUSINESS DEVELOPMENT CENTER (SBDC)

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
SBD-1	Client Files	Records maintained about clients seen by department, including but not limited to intake forms, copies of financial records, business plan, federal tax ID number, counselor's notes, signed liability disclaimer, and other supporting documentation	6 years after expiration or termination of document validity, or 6 years after client authorization expires or is withdrawn, whichever is longest	General 6[6] and 7[7], Counseling Services 1[72], Fiscal 39[238]
SBD-2	Co-Sponsorship Agreements	With outside partners who co-sponsor events with SBDC	6 years after expiration or termination, or 6 years after final payment under contract, whichever is longer	General 6[6]
SBD-3	Event Records	Including, but not limited to, registration and sign-in sheets for people attending event, brochures, flyers, copies of presentation, evaluations, MQS (Management Quality System) database print out reports, and fiscal records (including copies of checks and/or receipts if applicable)	6 years after project or program ends	General 12[12]; Fiscal 17[237] and 27[219]

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.

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 4/14/2014

SMALL BUSINESS DEVELOPMENT CENTER (SBDC)

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
SBD-4	Budget Records	Budget preparation file for budget request or estimate, including but not limited to the preliminary or tentative budget, budget appropriation and staffing requests, estimates of revenues or expenditures, and review files, and related records	6 years	Budget 1[46]
		Annual budget	Permanent	Budget 2[49] a
		Monthly or quarterly status reports on allocations, receipts, expenditures, encumbrances, and unencumbered funds	1 year	Budget 4[51] b
		Copies of other budgets received and maintained for informational purposes	While Needed	Budget 6[718]

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.

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 4/14/2014

SMALL BUSINESS DEVELOPMENT CENTER (SBDC)

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
SBD-5	Fiscal Audit Records	Audits filed pursuant to Section 35, General Municipal Law, conducted by the Office of the State Comptroller, the New York City Comptroller, or an outside auditing firm	Permanent	Fiscal 22[214] a
		Other external audits	7 years	Fiscal 22[214] b
		Internal audits conducted by College or University officials	7 years	Fiscal 22[214] c
SBD-6	Fiscal Audit Backup Records	Audit background documentation, including summaries, posting records, and related records created by an auditing office as part of the auditing procedure	6 years	Fiscal 23[215]

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.

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 4/14/2014

SMALL BUSINESS DEVELOPMENT CENTER (SBDC)

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
SBD-7	Fiscal Reports	Non-annual fiscal reports, including but not limited to monthly expenditure and special event reports	6 years	Fiscal 39[238]
		Annual reports	Permanent	Fiscal 40[239] a

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.