LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE   5/16/2014
ENROLLMENT RESEARCH & PROCESSES

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
EMR-1	Meeting Records	For departmental and committee meetings, including all records accepted as part of minutes	Permanent	General 1[1]
		Agendas, documents distributed at meetings, and background materials	1 year	General 3[3]
EMR-2	Business Process Analyses	Official copies of policies and procedures dealing with routine administrative issues	6 years after superseded or obsolete	General 9[9] b
EMR-3	General Correspondence/ Subject Files--Significant Content	Correspondence and subject files that, in the department's opinion, documents significant policies, decisions, activities, events, legal precedents, or legal issues	Permanent	General 10[10] a
EMR-4	General Correspondence/ Subject Files--Routine Content	Correspondence and subject files that, in the department's opinion, contains routine legal, fiscal or administrative information	6 years	General 10[10] b
EMR-5	General Correspondence/ Subject Files--Other Content	Correspondence and subject files with no legal, fiscal, or administrative value	While Needed	General 10[10] c

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
EMR-6	Reports--Non-Fiscal	Reports containing substantial evidence of College or University policy, procedures, plans, or directions	Permanent	General 23[23] a
		Reports where critical information is contained in other reports, reports that document internal management and housekeeping activities, or reports that contain **only** routine legal, fiscal, or administrative information	6 years	General 23[23] b
		Internal information record, including but not limited to routine internal reports, reviews, and plans, used solely to disseminate information or for similar administrative purposes	While Needed	General 18[18]

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Item	**Record Series Title**	**Description / Examples**	**Retention**	**CUNY Schedule Reference**
EMR-7	Annual Plans--Master Copies and Essential Background Documents	Strategic or other plans, including revisions, used to plan for information systems development, technology acquisitions, data processing services provision, or related areas	3 planning cycles after plan completed, superseded, or revised	Electronic Data Processing 2[643] a
		Drafts, duplicate copies, and non-essential background documents	While Needed	Electronic Data Processing 2[643] b
EMR-8	Application Development and Related Project Files	Application development project files and records created and used in the development, redesign, or modification of an automated system or application, including project management records, status reports, draft system or subsystem specifications, draft user requirements and specifications, and memoranda and correspondence	3 years after completion of project	Electronic Data Processing 5[646]

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Item	**Record Series Title**	**Description / Examples**	**Retention**	**CUNY Schedule Reference**
EMR-9	User and Operational Documentation	How an application system operates from a functional user and data processing point of view, including records documenting data entry, manipulation, output, and retrieval (often called "system documentation records"), and records necessary for using the system, including user guides, system or sub-system definitions, system flowcharts, program descriptions and documentation (or other metadata), job control or workflow records, system specifications, and input and output specifications	3 years after system discontinued, or until system data destroyed or transferred to new operating environment, whichever is longer	Electronic Data Processing 6[647]

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Item	**Record Series Title**	**Description / Examples**	**Retention**	**CUNY Schedule Reference**
EMR-10	Data Documentation Records	Created during development or modification and necessary to access, retrieve, manipulate, and interpret data in an automated system, including data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements (sometimes known as "metadata")	3 years after system or application discontinued, or until after system's or application's data destroyed or transferred to new structure or format, whichever is longer	Electronic Data Processing 7[648]
EMR-11	Test Files and Databases	Data sets and documentation created for test purposes	While needed, but may not be discarded before test results are approved	Electronic Data Processing 10[651]
EMR-12	Data Processing Hardware Documentation	Records documenting the use, operation, and maintenance of the College's data processing equipment, including operating manuals, hardware/ operating system requirements, hardware configurations, and equipment control systems	Until related hardware no longer used and all needed data transferred to and made usable in new hardware environment	Electronic Data Processing 12[653]

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