

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 6/23/2014**STUDENT DISABILITY SERVICES**

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
DS-1	Resumes--Unsolicited	Not related to any advertised or available position	While Needed	General 10[10] c
DS-2	Brochures/Flyers	Printed materials distributed by department on workshops, special programs, and other general information about department	While Needed	General 11[11] b
DS-3	Workshop Records	Special project or program files, including official copy of publications, videotapes, or informational literature prepared for public distribution, background materials, and supporting documentation, including student and staff workshops	6 years after project or program ends	General 12[12]

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LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 6/23/2014

STUDENT DISABILITY SERVICES

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
DS-4	Voter Registration Records	SBOE Agency-Based Registration Transmittal Forms, including Declination Forms	3 years, as per Decree requirements	General 18[18]-official copy Central Office
		Monthly NVRA Transaction Reports	6 years	General 22[22]-official copy Central Office
		Semester NVRA Transaction Reports	6 years	General 23[23] b-official copy Colleges
		Justice Department Reports	6 years	General 23[23] b-official copy OGC
<p align="center">Note: <i>Please do not discard any records until you have consulted with the Office of the General Counsel to verify that no legal actions have been initiated that would require longer retention of the records.</i></p>				
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STUDENT DISABILITY SERVICES

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DS-5	Student Notes	Students' copies of class notes taken by note takers	While Needed	General 18[18]
DS-6	Assistive Technology Center Logs	Log of those using the lab	While Needed	General 20[20]
DS-7	Equipment Sign-Out Sheets	Record of equipment that is utilized by instructors, students, and tutors	While Needed	General 20[20]
DS-8	Reports--Statistical	Monthly reports on student participation and activities provided within the department and its lab	6 years	General 22[22]
DS-9	Reports--Annual/Special	Annual, special, or final report, summary, review, or evaluation containing substantial evidence of departmental policy, procedures, plans, or directions	Permanent	General 23[23] a
DS-10	Reports--Routine	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

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STUDENT DISABILITY SERVICES

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DS-11	Student List	List of students getting services and types of services provided	Until superseded or obsolete	General 25[25]
DS-12	Testing Scheduling Forms	Lists of students scheduled to take tests on given dates	Until superseded or obsolete	General 25[25]
DS-13	Student Records--Students Who Do Not Attend	Records for students who have requested accommodations (including testing accommodations and proctoring information), but who do not attend the College or do not complete the application process	2 years after end of permitted enrollment period	Admissions 1[60] b

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STUDENT DISABILITY SERVICES

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DS-14	Student Records--Student Who Attend	Disability information, including but not limited to medical records, intake forms (including Individualized Education Program [IEP] records), assessment forms, release forms, registration information, enrollment information, testing accommodations and proctoring information, tutoring requests, equipment lending information, counseling/advisemen records, and other records provided by or about students who have requested accommodations	6 years after graduation or date of last attendance	Disabled Students 1[79]

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STUDENT DISABILITY SERVICES

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DS-15	LEADS (Linking Employment, Academics and Disability Services)/ VESID (Vocational and Educational Services for Individuals with Disabilities)/ACCESS (A Comprehensive Center for Exceptional Student Services) Counseling Files	Student counseling records, including but not limited to counselor's notes, and basic student data that are held separately from the Student Files	6 years after graduation or date of last attendance	Disabled Students 1[79]
DS-16	Equipment Training Materials	On how to use special equipment provided by department	While Needed	Instruction 2[106]

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STUDENT DISABILITY SERVICES

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DS-17	Complaint Records	Accommodation complaint records for students, faculty, or staff, including, but not limited to, complaint, charge or request for reasonable accommodation, medical reports, responses, records of appeals, correspondence and internal memoranda, records documenting work done in response to complaint or request, and documentation of final resolution	3 years after resolution of complaint or request and termination of any reasonable accommodation provided <i>Note: Please check with Legal Affairs prior to discarding any records</i>	Public Property and Equipment 23[785] a

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