

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 4/14/2014

TESTING

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
TS-1	CPE Records--Test Booklets	Exit exam booklets	While Needed, as long as results verified in SKAT (Skills, Knowledge, and Abilities Test) database	General 18[18]
TS-2	CPE Records--Other	All other records concerning CPE exams (except exam booklets), including but not limited to appeal records, contracts, tutoring records, warnings, and registration blocks	While Needed, as long as results verified in SKAT (Skills, Knowledge, and Abilities Test) database	General 18[18]
TS-3	External Policy Documents	Procedural documents, memoranda, guidelines and other records created by CUNY Central Office and used for reference purposes only	While Needed	General 40[735]
TS-4	CAT/ACT Test Booklets--Students Who Attend	Entrance and placement exam booklets	6 years after graduation or date of last attendance	Admissions 1[60] a
TS-5	CAT/ACT Test Booklets--Students Not Accepted or Not Enrolled	Entrance and placement exam booklets	2 years after date of exclusion or end of permitted enrollment period for accepted applicants	Admissions 1[60] 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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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
TS-6	WAT(CUNY Writing Assessment Test) Test Booklets--Students Who Attend	Entrance and placement exam booklets	6 years after graduation or date of last attendance	Admissions 1[60] a
TS-7	WAT (CUNY Writing Assessment Test) Test Booklets--Students Not Accepted or Not Enrolled	Entrance and placement exam booklets	2 years after date of exclusion or end of permitted enrollment period for accepted applicants	Admissions 1[60] b
TS-8	Archived Test Scores	Scan sheets, score reports, or test booklets	Permanent, or until transferred to either SKAT (Skills, Knowledge, and Abilities Test) database or CUNYfirst	Students 1[121] a
TS-9	Exemption Score Reports	SAT and/or Regents Exam scores kept in lieu of test booklets that allow student exemption from placement exams	Permanent, or until transferred to either SKAT (Skills, Knowledge, and Abilities Test) database or CUNYfirst	Students 1[121] a
TS-10	CAT/ACT Exam Appeals Folders	Student appeal records, including but not limited to complaint, investigative records, decision rendered, and correspondence	6 years after complaint resolved	Students 11[117]

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