

**THE CITY UNIVERSITY OF NEW YORK: OFFICE OF THE CHANCELLOR - ACCOUNTING**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
PRA-1	Policy Documents	Involving major procedures, policies, or standards affecting College or University operations, critical functions, or issues of public visibility or concern
PRA-2	Correspondence/ Subject Files-- Significant Content	Correspondence, memoranda, reports, and other records dealing with significant subjects, events, policy decisions, program development
PRA-3	Correspondence/ Subject Files-- Routine Content	Correspondence, memoranda, reports, and other records dealing with routine administrative matters
PRA-4	Correspondence/ Subject Files-- Other Content	Correspondence, memoranda, reports, and other records which have no fiscal, legal, or administrative value
PRA-5	Freedom of Information Request Files	Request for access to public records and response, when request is granted  Request for access to public records, when request is denied, including statement of denial, appeal records, documentation of review and decision

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**THE CITY UNIVERSITY OF NEW YORK: OFFICE OF ADMISSION SERVICES**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
AD-1	Correspondence-- Significant	Incoming and outgoing correspondence <b>not</b> included in subject files which documents significant subjects, events, policy decisions, or program development processes
AD-2	Correspondence--Routine	Incoming and outgoing correspondence <b>not</b> included in subject files which documents routine administrative matters
AD-3	Correspondence--Other	Incoming and outgoing correspondence <b>not</b> included in subject files which is of no fiscal, legal, or administrative value
AD-4	Departmental Publications	Official copies of promotional materials and other publications where critical information is <b>also</b> contained in other publications or the publications contain <b>only</b> routine information
AD-5	Data Entry Forms	Forms used to enter student information into departmental database
AD-6	Executive Office Files-- Significant Content	Correspondence, memoranda, reports, and other records dealing with significant subjects, events, policy decisions, program development
AD-7	Executive Office Files-- Routine Content	Correspondence, memoranda, reports, and other records dealing with routine administrative matters
AD-8	Executive Office Files-- Other Content	Correspondence, memoranda, reports, and other records which have no fiscal, legal, or administrative value

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**THE CITY UNIVERSITY OF NEW YORK: AUXILIARY SERVICES**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
MR-1	Vehicle Lease/Title Records	Records for University vehicles when the vehicle is leased  Records for University vehicles when the vehicle is purchased
MR-2	Sample Originals	Original artwork for print jobs or other publications
MR-3	Log Books--Central Receiving/ Mailroom	Log books for incoming and outgoing deliveries, overnight courier services, certified mail, USPS Express Mail, USPS delivery confirmation
MR-4	Log Books--Print Shop	For print jobs done by department
MR-5	Postal Records	Related to legal notice or official notice to personnel or students, including returned mail  <b>Not</b> related to legal notice or official notice, including returned mail
MR-6	Overnight Courier Forms	Weight bills and original requests

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**THE CITY UNIVERSITY OF NEW YORK: AUXILIARY SERVICES**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
MR-7	Copy Request Forms-- <i>Detailed requests for mass duplicating</i>	For materials subject to U.S. Copyright Law  For materials <b>not</b> subject to U.S. Copyright Law  Charge back records
MR-8	Postage Transactions Reports	Accounting records of individual department's postage usage and shipping costs
MR-9	Credit Card Records	Records of transactions made on University credit cards, including but not limited to claims for payment (approved or disallowed), vendor's bill, and credit card statements
MR-10	Postage Reserve Account Statements	Monthly balance reports from Pitney Bowes Postage Reserve Account
MR-11	Vehicle Insurance Claim Records	Insurance (including self-insurance) case records, including but not limited to proof of insurance coverage, notice of claim, copies of filed court documents, accident reports, medical reports, motor vehicle reports, appraisal report, copy of check, correspondence, and other supporting documentation for motor vehicle accidents

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**THE CITY UNIVERSITY OF NEW YORK: AUXILIARY SERVICES**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
MR-12	Inventory--Equipment	Property inventory records, covering buildings, facilities, vehicles, machinery, and equipment
MR-13	Inventory--Office Supplies	Inventory of office supplies maintained and distributed by department
MR-14	Equipment Transfer/ Recycle/Disposal Records-- <b>Internal</b>	Records relating to the <b>internal</b> transfer/recycle/disposal of equipment no longer part of the inventory, including information pertaining to the disposition of the equipment
MR-15	Fixed Asset Relinquishment Records-- <b>External</b>	Records relating to the <b>external</b> recycle/salvage/donation of equipment ( <b>except</b> real property), including vendor certificates, purchase orders, invoices, requisitions, and any additional supporting documentation
MR-16	Maintenance Agreement Records	Records of maintenance, testing, service, operational, and repair records performed via agreements with external maintenance companies, including reports of maintenance and inspections
MR-17	Volume Logs	Monthly volume of copies made on individual copiers/printers

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**THE CITY UNIVERSITY OF NEW YORK: AUXILIARY SERVICES**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
MR-18	Maintenance, Testing, Service, Operational, and Repair Records for Equipment or Vehicles	<p>Maintenance or repair records <b>not</b> listed elsewhere in this schedule for vehicles or equipment</p> <p>Maintenance or repair logs or similar records <b>not</b> listed elsewhere in this schedule for vehicles or equipment</p> <p>Reports and studies relating to maintenance, testing, service, operation, and repairs</p> <p>Requests for inspection, repair, or service, when no work is performed and no funds expended</p>
MR-19	Warranties	Specifications, warranty, and descriptive information received from vendor for vehicles or equipment

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**THE CITY UNIVERSITY OF NEW YORK: AUXILIARY SERVICES**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
MR-20	Vehicle Requests/Use Logs	<p>Car requests made by faculty and staff, including but not limited to detailed data file containing information such as vehicle stops, usage, and locations at specific times or intervals</p> <p>Vehicle assignment logs, schedules, reports, and queries that contain information of legal or fiscal value</p> <p>Vehicle assignment logs, schedules, reports, and queries that do <b>not</b> contain information of legal or fiscal value</p>
MR-21	Fuel Use Records	<p>Consumption and dispensing records for fuel, oil, or similar products used by publicly owned vehicles or equipment</p> <p>Inventory monitoring records</p>
MR-22	Parking Violations	<p>Traffic and parking violation records, including parking, speeding, or other appearance ticket; officer's supporting deposition; parking violation hearing records; "boot and tow" records; and related records</p>

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**THE CITY UNIVERSITY OF NEW YORK: AUXILIARY SERVICES**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
MR-23	Vehicle Accident Case Records	Including vehicle accident report and related records
MR-24	Individual Driving and Case Records	<p>Order, report, or notice concerning vehicle operator's license or registration, including but not limited to order of suspension or revocation of license, notice of compliance with order of suspension or revocation, notice of noncompliance, notice of restoration of license, and report of lost or stolen plates</p> <p>Driver's summary record of accidents, violations, and other activities</p>
MR-25	Invoices/ Packing Slips	Invoice, packing slip, shipping ticket, copy of bill of lading, or similar record used to verify delivery and/or receipt of materials or supplies

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**THE CITY UNIVERSITY OF NEW YORK: BENEFITS**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
HRBN-1	ERI (Early Retirement Incentive) Records	Summary records of ERI program plans and policies, including employee notifications  Individual participation records, including, but not limited to, eligibility lists, participating candidates, time records, and applications
HRBN-2	Non-Medical Pension Benefit Reports ( <i>DC-37, PSC-CUNY Welfare Fund, Other Programs</i> )	Including, but not limited to, candidate eligibility, and billing and payment records (including supporting documentation)
HRBN-3	NYC Payroll ORP (Optional Retirement Program)	Bi-weekly records of individual and CUNY contributions towards the ORP
HRBN-4	State Payroll	Bi-weekly records of individual and CUNY payments towards employee pensions
HRBN-5	TDA (Tax-Deferred Annuity) Records	Records of individual and CUNY contributions towards TDA
HRBN-6	Lost Earnings Omitted Premium Forms	Records of corrections and payments made to individual employee's pensions
HRBN-7	Medicare Part B Reimbursement Records	Records of reimbursements made by CUNY to eligible candidates

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**THE CITY UNIVERSITY OF NEW YORK: BLACK MALE INITIATIVE (BMI)**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
BMI-1	Meeting Records	<p>Meeting minutes, as well as agendas, background materials, and other documents distributed at meetings when documents are <b>not</b> read into the minutes</p> <p>Meeting files, including agendas, background materials, and other documents distributed at meetings when documents are read into the minutes</p>
BMI-2	Annual Conference	<p>Meeting minutes</p> <p>Agendas, documents distributed at meetings, background material</p> <p>Official copy of any program or promotional literature</p> <p>Background materials and supporting documentation</p>
BMI-3	Policy Documents	<p>Involving major procedures, policies, or standards affecting college or University operations, critical functions, or issues of public visibility or concern</p>
BMI-4	Correspondence-- Significant	<p>Incoming and outgoing correspondence <b>not</b> included in subject files which documents significant subjects, events, policy decisions, or program development processes</p>

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**THE CITY UNIVERSITY OF NEW YORK: BLACK MALE INITIATIVE (BMI)**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
BMI-5	Correspondence-- Routine	Incoming and outgoing correspondence <b>not</b> included in subject files which documents routine administrative matters
BMI-6	Correspondence--Other	Incoming and outgoing correspondence <b>not</b> included in subject files which is of no fiscal, legal, or administrative value
BMI-7	Workshops/ Special Programs	Records for departmental workshops and special programs, including but not limited to official copy of publications, instructional materials, sign-in sheets, background materials, and supporting documentation
BMI-8	Continuing Award Applications/ Grants/ Requests for Proposals (RFPs)	RFPs, grant applications, proposals, narratives, evaluations, and reports for grants awarded (including background materials, fiscal records and supporting documentation), continuation of awards records, and records of grants <b>not</b> awarded
BMI-9	Reports--Significant	Annual, special, or final report, summary, review, or evaluation containing substantial evidence of college or University policy, procedures, plans, or directions
BMI-10	Reports--Routine	Reports where critical information is contained in other reports, reports that document internal management and housekeeping activities, or reports that contain <b>only</b> routine legal, fiscal, or administrative information
BMI-11	Executive Office Files-- Significant Content	Correspondence, memoranda, reports, and other records dealing with significant subjects, events, policy decisions, program development

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**THE CITY UNIVERSITY OF NEW YORK: BLACK MALE INITIATIVE (BMI)**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
BMI-12	Executive Office Files-- Routine Content	Correspondence, memoranda, reports, and other records dealing with routine administrative matters
BMI-13	Executive Office Files-- Other Content	Correspondence, memoranda, reports, and other records which have no fiscal, legal, or administrative value
BMI-14	Internship/ Mentorship Records	Records pertaining to participants in internship or mentorship programs, including but not limited to applications, time sheets, contracts, memoranda of agreement, evaluations forms, referral sheets, resumes, and advisement/ counseling (academic, career, or personal) records
BMI-15	Scholarship Records	Individual scholarship file, including but not limited to applications, list of eligible candidates, list of competition winners and alternates, recommendations, authorization of awards, financial statements, accounting data, reports, and correspondence  List of scholarships awarded students

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**THE CITY UNIVERSITY OF NEW YORK: OFFICE OF THE SENIOR VICE CHANCELLOR  
FOR BUDGET, FINANCE AND FISCAL POLICY**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
BU-1	Appropriations of Expenditure Codes	List of cost center codes for all college and University expenditures
BU-2	Senior/Community College Models	Budgetary models and other guidelines provided to the Colleges to assist in creating their budgets
BU-3	Correspondence--Significant	Incoming and outgoing correspondence <b>not</b> included in subject files which documents significant subjects, events, policy decisions, or program development processes
BU-4	Correspondence--Routine	Incoming and outgoing correspondence <b>not</b> included in subject files which documents routine administrative matters
BU-5	Correspondence--Other	Incoming and outgoing correspondence <b>not</b> included in subject files which is of no fiscal, legal, or administrative value
BU-6	Executive Budget Books and Bills	Publications that contain significant information or substantial evidence of plans and directions for college or University activities, or publications where critical information is <b>not</b> contained in other publications or reports

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**THE CITY UNIVERSITY OF NEW YORK: OFFICE OF THE SENIOR VICE CHANCELLOR  
FOR BUDGET, FINANCE AND FISCAL POLICY**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
BU-7	Non-Fiscal Reviews and Audits	Report and recommendation resulting from investigation  Background materials and supporting documentation
BU-8	Non-Fiscal Reports--Significant	Annual, special, or final report, summary, review, or evaluation containing substantial evidence of college or University policy, procedures, plans, or directions, and are <b>not</b> listed elsewhere on this Schedule
BU-9	Non-Fiscal Reports--Routine	Reports where critical information is contained in other reports, reports that document internal management and housekeeping activities, or reports that contain <b>only</b> routine legal, fiscal, or administrative information, and are <b>not</b> listed elsewhere on this Schedule
BU-10	Master Plans	Annual, special, or long-range program plans
BU-11	External Policy Documents	Policy manuals, procedural documents, reports, and other records received from outside organizations or bodies, but <b>not</b> produced for or by CUNY

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**THE CITY UNIVERSITY OF NEW YORK: OFFICE OF THE SENIOR VICE CHANCELLOR  
FOR BUDGET, FINANCE AND FISCAL POLICY**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
BU-12	Budget Preparation and Request Files	Budget preparation files for budget request or estimate as submitted by department head, including but not limited to the preliminary or tentative budget, budget appropriation and staffing requests, estimates of revenues or expenditures, narrative of services, budget message, budget hearing and review files, and related records
BU-13	CUNY Budget Reports--  - <i>Annual/CO Budgets</i> - <i>Budget Request Books</i> - <i>College Budgets</i> - <i>Technology Fees</i> - <i>Other Significant Budget Reports</i>	Official copy, when <b>not</b> included in minutes
BU-14	Special Budget Reports	Special budgets filed with city, state, or federal agencies

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**THE CITY UNIVERSITY OF NEW YORK: OFFICE OF THE SENIOR VICE CHANCELLOR  
FOR BUDGET, FINANCE AND FISCAL POLICY**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
BU-15	Expenditure/Allocation Reports-- <i>Budget status reports on allocation, receipts, expenditures, encumbrances, and unencumbered funds</i>	Cumulative reports  Monthly, quarterly, or other interim reports
BU-16	Budget Change Requests	Budgetary change request and approval or denial for change in approved budget, including but not limited to transfer of funds from one budget item to another, overtime authorization, or request for supplemental funds
BU-17	Executive Office Files-- Significant Content	Correspondence, memoranda, reports, and other records dealing with significant subjects, events, policy decisions, program development
BU-18	Executive Office Files-- Routine Content	Correspondence, memoranda, reports, and other records dealing with routine administrative matters
BU-19	Executive Office Files--Other Content	Correspondence, memoranda, reports, and other records which have no fiscal, legal, or administrative value

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**THE CITY UNIVERSITY OF NEW YORK: OFFICE OF THE SENIOR VICE CHANCELLOR  
FOR BUDGET, FINANCE AND FISCAL POLICY**

Item Code	Record Series Title	Subject Matter
BU-20	Notices of Encumbrance	Records indicating funds encumbered and amount remaining unencumbered
BU-21	Intermediate Disbursement Records	Intermediary fiscal record of receipts and disbursements, including but not limited to detail record, analysis, proof sheet or trial balance worksheet, and adding machine tapes
BU-22	Meeting Records	Agendas, sign-in sheets, and other records ( <b>other than</b> meeting minutes) used as supporting documentation for reimbursement of departmental meeting expenses
BU-23	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  Other external audits  Internal audits conducted by college or University officials
BU-24	Audit Background Records	Audit background documentation, including summaries, posting records, and related records created by an auditing office as part of the auditing procedure

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**THE CITY UNIVERSITY OF NEW YORK: OFFICE OF THE SENIOR VICE CHANCELLOR  
FOR BUDGET, FINANCE AND FISCAL POLICY**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
BU-25	Journal Transfers	State or federal-state reimbursement claim file, including but not limited to summary and detail of claim, worksheets, and other supporting documents
BU-26	Refunds of Appropriations	Requests for refunds of appropriations that are sent to the New York State Office of the State Comptroller
BU-27	Financial Reports--Routine	Daily, weekly, monthly, quarterly, or other periodic fiscal reports, including but not limited to daily funds report, daily cash report, statement of monthly balances, recapitulation of disbursements, and departmental reports
BU-28	Financial Reports--Annual	Annual or final fiscal reports when report is <b>not</b> included in minutes
BU-29	Financial Reports--CUNY Central Office	Fiscal reports submitted to or received from the University, including operating report (budget) and annual report (year-end)

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**THE CITY UNIVERSITY OF NEW YORK: OFFICE OF THE CHANCELLOR**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
PR-1	Meeting Records	Meeting minutes, including all records accepted as part of minutes, including agendas, background materials, and other documents distributed at meetings
PR-2	Policy Documents	Involving major procedures, policies, or standards affecting College or University operations, critical functions, or issues of public visibility or concern
PR-3	Strategic Planning	Records of annual, special, or long-range program planning or initiatives
PR-4	Correspondence--Significant	Incoming and outgoing correspondence <b>not</b> included in subject files which documents significant subjects, events, policy decisions, or program development processes
PR-5	Correspondence--Routine	Incoming and outgoing correspondence <b>not</b> included in subject files which documents routine administrative matters
PR-6	Correspondence--Other	Incoming and outgoing correspondence <b>not</b> included in subject files which is of no fiscal, legal, or administrative value
PR-7	Executive Office Files--Significant Content	Correspondence, memoranda, reports, and other records dealing with significant subjects, events, policy decisions, program development
PR-8	Executive Office Files--Routine Content	Correspondence, memoranda, reports, and other records dealing with routine administrative matters

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**THE CITY UNIVERSITY OF NEW YORK: OFFICE OF THE CHANCELLOR**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
PR-9	Executive Office Files-- Other Content	Correspondence, memoranda, reports, and other records which have no fiscal, legal, or administrative value
PR-10	Executive Office Files-- Biography Files	Internal records of past and present University executive level staff maintained to assist in requests from external media sources

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**THE CITY UNIVERSITY OF NEW YORK: CHILD CARE AND DISABILITY SERVICES**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
DS-1	Meeting Records	Meeting minutes, including all records accepted as part of minutes  Agendas, meeting notices, attendance records, background materials, and other documents distributed at meetings
DS-2	Policy Documents	Involving major procedures, policies, or standards affecting college or University operations, critical functions, or issues of public visibility or concern
DS-3	Correspondence/ Subject Files--Significant Content	Correspondence, memoranda, reports, and other records dealing with significant subjects, events, policy decisions, program development
DS-4	Correspondence/ Subject Files--Routine Content	Correspondence, memoranda, reports, and other records dealing with routine administrative matters
DS-5	Correspondence/ Subject Files--Other Content	Correspondence, memoranda, reports, and other records which have no fiscal, legal, or administrative value

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**THE CITY UNIVERSITY OF NEW YORK: CHILD CARE AND DISABILITY SERVICES**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
DS-6	Investigative Records	<p>Water sample test results and related records, when lead or copper levels in drinking water of public facilities exceeds the action level as defined in Section 5-1.41, State Sanitary Code</p> <p>Water sample test results and related records, when lead or copper levels in drinking water of public facilities does <b>not</b> exceed the action level as defined in Section 5-1.41, State Sanitary Code</p> <p>Records of remediation by replacement of lead or copper plumbing</p> <p>Records of remediation by elimination or replacement of water cooler not connected to plumbing</p> <p>Files detailing investigation and abatement of lead paint (detection and removal if needed)</p>

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<b>THE CITY UNIVERSITY OF NEW YORK: COMPUTING AND INFORMATION SERVICES (CIS)</b>		
<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
CIS-1	Meeting Records	Meeting minutes, including any records accepted as part of the minutes  Agendas, documents distributed at meetings, background material
CIS-2	Contracts/ Software Licenses/Use Agreements	Legal agreements, including contracts, legal releases, software licenses, and use agreements involving the University
CIS-3	Policies and Procedures	Official copies of policies and procedures related to significant operations or issues  Official copies of policies and procedures dealing with routine administration
CIS-4	General Correspondence and Memoranda	Correspondence that documents significant policies, decisions, activities, events, legal precedents, or legal issues  Correspondence that contains routine legal, fiscal or administrative information  Correspondence with no legal, fiscal, or administrative value, including cover letters, letters of transmittal, and invitations
CIS-5	Resumes--Unsolicited	Not related to any advertised or available position

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**THE CITY UNIVERSITY OF NEW YORK: COMPUTING AND INFORMATION SERVICES (CIS)**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
CIS-6	Publications	<p>Official copies of newsletters, press releases, published reports, bulletins, catalogs, or other publications prepared by the University or CIS departments, where critical information is <b>not</b> contained in other publications</p> <p>Official copies of newsletters, press releases, published reports, bulletins, catalogs, or other publications prepared by the University or CIS departments, where critical information is also contained in other publications or the publication only contains routine information</p>
CIS-7	Grant Program Files	Applications, proposals, narratives, evaluations, reports for grants awarded; including background materials, fiscal records and supporting documentation for grants awarded or not awarded
CIS-8	Computer/Telephone Hardware/Software Request Forms	<p>Requests relating to <b>other than</b> routine University services or activities</p> <p>Requests relating to routine University services or activities</p>

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**THE CITY UNIVERSITY OF NEW YORK: COMPUTING AND INFORMATION SERVICES (CIS)**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
CIS-9	Technology Fee Records	Proposal requests, plans, quotes, and other documentation used to create reports related to fees paid by students  Annual reports, or reports containing significant evidence of University policy, procedures, plans, or directions  Reports where critical information is contained in other reports, or reports that contain only routine legal, fiscal, or administrative information

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**THE CITY UNIVERSITY OF NEW YORK: COMPUTING AND INFORMATION SERVICES (CIS)**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
CIS-10	Reports	<p>Reports containing substantial evidence of University policy, procedures, plans, or directions</p> <p>Reports where critical information is contained in other reports, reports that document internal management and housekeeping activities, or reports that contain <b>only</b> routine legal, fiscal, or administrative information</p> <p>Internal information record, including but not limited to routine internal reports, reviews, and plans, used solely to disseminate information or for similar administrative purposes</p> <p>Daily, weekly, monthly, quarterly, or other periodic fiscal reports, including but not limited to daily funds report, daily cash report, statement of monthly balances, and recapitulation of disbursements</p>
CIS-11	Internal Information Records	Lists, logs, inventories, flow charts, or other records created for administrative convenience and not covered elsewhere
CIS-12	Directory Changes	Updated information entered into University directory
CIS-13	Drafts, Notes, and Working Papers	Created and used in preparation of other records

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**THE CITY UNIVERSITY OF NEW YORK: COMPUTING AND INFORMATION SERVICES (CIS)**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
CIS-14	Postal Records	<p>Related to legal notice or official notice, including returned mail</p> <p><b>Not</b> related to legal notice or official notice, including returned mail</p>
CIS-15	Employee Training Records- Course Information	Including, but not limited to, memoranda, flyers, catalogs, and other records related to specific training courses, such as information on course content, program registration, instructor, credits ( if applicable), hours, and roster of registrants
CIS-16	Employee Training Records- Registration Processing	For courses <b>not</b> involving health and safety programs, including but not limited to application and enrollment records, and supervisors' authorizations or denials
CIS-17	Unsolicited Records	Unsolicited items <b>not</b> covered in other parts of this schedule, including but not limited to brochures and other promotional materials <b>not</b> produced by or for CIS
CIS-18	Budget Records	<p>Used for budget requests or estimates as submitted by department head or VP</p> <p>Monthly or quarterly status reports on allocations, receipts, expenditures, encumbrances, and unencumbered funds</p> <p>Copies of other budgets received and maintained for informational purposes</p>

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<b>THE CITY UNIVERSITY OF NEW YORK: COMPUTING AND INFORMATION SERVICES (CIS)</b>		
<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
CIS-19	Annual Plans--Master Copies and Essential Background Documents	Strategic or other plans, including revisions, for CIS in general or specific areas within CIS  Drafts, duplicate copies, and non-essential background documents
CIS-20	Data Processing Product/ Vendor and State Contracts Reference Files	Including information on data processing equipment, software, and other products, and their vendors
CIS-21	Application Development and Related Project Files	Records related to development, implementation, or modification of computer applications for networking, hardware/software procurement, other records
CIS-22	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
CIS-23	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")

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**THE CITY UNIVERSITY OF NEW YORK: COMPUTING AND INFORMATION SERVICES (CIS)**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
CIS-24	Source Code Revisions	For applications maintained by CIS, or for CIS by an outside provider
CIS-25	Test Files and Databases	Data sets and documentation created for test purposes
CIS-26	Data Processing Operating Procedures	Including records of procedures for data entry, operation of computer equipment, production control, tape library, system backup, and other aspects of a data processing operation
CIS-27	Data Processing Hardware Documentation	Records documenting the use, operation, and maintenance of the University's data processing equipment, including operating manuals, hardware/ operating system requirements, hardware configurations, and equipment control systems
CIS-28	Disaster Preparedness and Business Continuity Plans	For CIS in general or specific department applications or operations
CIS-29	System Backup Files	For fiscal applications that operate on CIS servers  For non-fiscal applications that operate on CIS servers
CIS-30	Computer Passwords and User Account Records	Used by CIS for computer access
CIS-31	Statement of Agreement for Administrative Account	Agreement for administrative rights to specific applications

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**THE CITY UNIVERSITY OF NEW YORK: COMPUTING AND INFORMATION SERVICES (CIS)**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
CIS-32	Computer System Security Records	Including records used to control or monitor the security of a system and its data, such as intrusion detection logs, firewall logs, logs of unauthorized access, and other security logs
CIS-33	Computer Usage Reports	Summary computer usage reports, including summary reports and other paper records created to document computer usage for reporting or cost recovery purposes
CIS-34	Input Documents	Input documents and copies of records or forms designed and used solely for data input and control, when the data processing unit provides centralized data input services and original records are retained by the program unit
CIS-35	Work/Intermediate Files	<p>When export, import or relational data file is used to supply data to or receive data from other system, or to exchange data between files in this system</p> <p>When all transactions are captured in a master file, central file, valid transaction file, or database, and the file is <b>not</b> retained to provide an audit trail or recreate or document valid transactions, or needed for system recovery backup</p> <p>When electronic file is needed to recreate or document a valid transaction, such as creation of a specific report or study</p>

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**THE CITY UNIVERSITY OF NEW YORK: COMPUTING AND INFORMATION SERVICES (CIS)**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
CIS-36	Print Files	Including source output data extracted from the system to produce hard copy publications, printouts of tabulations, ledgers, registers, reports, or other documents, when the files are <b>not</b> needed for fiscal audit purposes or to document program unit transactions
CIS-37	Help Desk Telephone Logs and Reports	Including records used to document requests for technical assistance, responses to these requests, and to collect information on computer equipment usage for program delivery, security, or other purposes
CIS-38	Software Review Files	Records related to the review and recommendations for software for University use, including vendor information, manuals, software reviews, and related material
CIS-39	Maintenance Records	<p>Maintenance contracts</p> <p>Support files and records documenting vendor-provided support services to specific sites, computer hardware, software, and network systems, including site visit reports, program and equipment service reports, and routine correspondence and memoranda</p> <p>Vendor-provided service histories and other summary records</p> <p>Routine records that do <b>not</b> contain substantial information on the maintenance history or site</p>

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**THE CITY UNIVERSITY OF NEW YORK: COMPUTING AND INFORMATION SERVICES (CIS)**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
CIS-40	Network Documentation and Diagrams	Circuit inventories and other records related to University network configurations
CIS-41	Network Usage Reports	Summary reports and other records that document network usage
CIS-42	Telecommunications Carrier Records	<p>Contracts with carriers</p> <p>Billing records from telecommunications carriers submitted for payment</p> <p>Warranties for equipment</p>
CIS-43	Fiscal Audit Records	<p>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</p> <p>Other external audits</p> <p>Internal audits conducted by University officials</p>
CIS-44	Personnel Records for CIS Employees	Personnel related records that <b>have not been sent</b> to Human Resources

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**THE CITY UNIVERSITY OF NEW YORK: COMPUTING AND INFORMATION SERVICES (CIS)**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
CIS-45	Job Search Records	Recruitment, hiring, interview, and selection records, including but not limited to application, resume, correspondence, reports, selection criteria, interview notes, background check records, rating and ranking forms, evaluations, and other records pertaining to the hiring, promotion, demotion, transfer, layoff, and termination of employees, when the records <b>have not been sent</b> to either Human Resources or the Office of Diversity, Compliance and Inclusion
CIS-46	Equipment Transfer-- <b>Internal</b>	Records relating to the <b>internal</b> transfer of equipment no longer part of the inventory, including information pertaining to the disposition of the equipment
CIS-47	Recycle/ Salvage/ Donation/ Disposal Records-- <b>External</b>	Records relating to the <b>external</b> recycle/salvage/donation/disposal of equipment, including vendor certificates, purchase orders, invoices, requisitions, and any additional supporting documentation
CIS-48	Telephone/Public Announcement (PA) System Records	Equipment testing records  Reports relating to maintenance, testing, service, operation, and repairs

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**THE CITY UNIVERSITY OF NEW YORK: COMPUTING AND INFORMATION SERVICES (CIS)**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
CIS-49	Purchasing Records <b>Not</b> Held by Purchasing Department	<p>Purchase orders, purchase requisitions, or similar records used to obtain materials, supplies, or services</p> <p>Including, but not limited to, bids (successful or unsuccessful), contracts, specifications, and related records for the purchasing of materials, supplies, and services <b>not</b> connected with capital construction</p> <p>Invoice, packing slip, shipping ticket, copy of bill of lading, or similar record used to verify delivery and/or receipt of materials or supplies</p>
CIS-50	Warranties	For CIS hardware and software
CIS-51	Canceled Purchases/Bids	Canceled bids file, including purchase requisitions, vendor solicitations, requests for proposals (RFPs), price quotations, and related records concerning bids for goods or services that were canceled without a purchase being completed

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**THE CITY UNIVERSITY OF NEW YORK: OFFICE OF THE VICE CHANCELLOR FOR COMMUNITY COLLEGES**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
CC-1	Meeting Records	Meeting minutes, including all records accepted as part of minutes, including agendas, meeting notices, attendance records, background materials, and other documents distributed at meetings
CC-2	Policy Documents--Internal	Involving major procedures, policies, or standards affecting college or University operations, critical functions, or issues of public visibility or concern
CC-3	Policy Documents--External	Policy manuals, procedural documents, and other records received from outside organizations or bodies, but <b>not</b> produced for or by CUNY
CC-4	Correspondence--Significant	Incoming and outgoing correspondence <b>not</b> included in subject files which documents significant subjects, events, policy decisions, or program development processes
CC-5	Correspondence--Routine	Incoming and outgoing correspondence <b>not</b> included in subject files which documents routine administrative matters
CC-6	Correspondence--Other	Incoming and outgoing correspondence <b>not</b> included in subject files which is of no fiscal, legal, or administrative value
CC-7	Executive Office Files--Significant Content	Correspondence, memoranda, reports, and other records dealing with significant subjects, events, policy decisions, program development
CC-8	Executive Office Files--Routine Content	Correspondence, memoranda, reports, and other records dealing with routine administrative matters
CC-9	Executive Office Files--Other Content	Correspondence, memoranda, reports, and other records which have no fiscal, legal, or administrative value

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**THE CITY UNIVERSITY OF NEW YORK: CONTINUING EDUCATION**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
CED-1	Meeting Records	<p>Meeting minutes, as well as agendas, background materials, and other documents distributed at meetings when documents are <b>not</b> read into the minutes</p> <p>Meeting files, including agendas, background materials, and other documents distributed at meetings when documents are read into the minutes</p>
CED-2	Contracts/Memoranda of Understanding (MOUs)	Contracts, MOUs, and other legal agreements, including amendments, between the University and outside entities such as NYC agencies, foundations, and private companies
CED-3	Policy Documents	Involving major procedures, policies, or standards affecting college or University operations, critical functions, or issues of public visibility or concern
CED-4	Correspondence--Significant	Incoming and outgoing correspondence <b>not</b> included in subject files which documents significant subjects, events, policy decisions, or program development processes
CED-5	Correspondence--Routine	Incoming and outgoing correspondence <b>not</b> included in subject files which documents routine administrative matters
CED-6	Correspondence--Other	Incoming and outgoing correspondence <b>not</b> included in subject files which is of no fiscal, legal, or administrative value
CED-7	Resumes--Unsolicited	Not related to any advertised or available position

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**THE CITY UNIVERSITY OF NEW YORK: CONTINUING EDUCATION**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
CED-8	Departmental Publications-- Significant	Official copies of course catalogs, promotional materials, and other publications where critical information is <b>not</b> contained in other publications
CED-9	Departmental Publications-- Routine	Official copies of promotional materials and other publications where critical information is <b>also</b> contained in other publications or the publications contain <b>only</b> routine information
CED-10	Workshops/ Open Houses	Special project or program files, including official copy of publications, instructional materials, sign-in sheets, background materials, and supporting documentation
CED-11	Grant Program Files	Applications, proposals, narratives, evaluations, reports for grants awarded; including background materials, fiscal records and supporting documentation for grants awarded or not awarded
CED-12	Internal Information Records	Lists, logs, inventories, flow charts, or other records created by department for administrative convenience and <b>not</b> covered elsewhere
CED-13	Reports--Significant	Annual, special, or final report, summary, review, or evaluation containing substantial evidence of college or University policy, procedures, plans, or directions
CED-14	Reports--Routine	Reports where critical information is contained in other reports, reports that document internal management and housekeeping activities, or reports that contain <b>only</b> routine legal, fiscal, or administrative information

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**THE CITY UNIVERSITY OF NEW YORK: CONTINUING EDUCATION**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
CED-15	Reports--Long-Range Planning/Strategic	Annual, special, or long-range program plans
CED-16	Drafts, Notes, and Working Papers	Created and used in preparation of other records
CED-17	External Publications	Unsolicited items <b>not</b> covered in other parts of this schedule, including but not limited to brochures, publications, reports, studies, and other promotional materials <b>not</b> produced by or for the University, and used for reference purposes only
CED-18	Program Proposals--Approved	For new or revised programs or contracts
CED-19	Program Proposals-- <b>Not</b> Approved	Including proposals that do <b>not</b> come out of subcommittee

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**THE CITY UNIVERSITY OF NEW YORK: CONTINUING EDUCATION**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
CED-20	Budget Records	<p>Budget preparation file for budget request or estimate submitted by department head, including but not limited to the preliminary or tentative budget, budget appropriation and staffing requests, estimates of revenues or expenditures, narrative of services, budget message, budget hearing and review files and related records</p> <p>Monthly or quarterly status reports on allocations, receipts, expenditures, encumbrances, and unencumbered funds</p> <p>Copies of other budgets received and maintained for informational purposes</p>
CED-21	Executive Office Files-- Significant Content	Correspondence, memoranda, reports, and other records dealing with significant subjects, events, policy decisions, program development
CED-22	Executive Office Files-- Routine Content	Correspondence, memoranda, reports, and other records dealing with routine administrative matters
CED-23	Executive Office Files-- Other Content	Correspondence, memoranda, reports, and other records which have no fiscal, legal, or administrative value
CED-24	Voucher/ Scholarship Records	Records of students who are paying tuition using vouchers and/or scholarships provided by outside entities or agencies

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**THE CITY UNIVERSITY OF NEW YORK: CONTINUING EDUCATION**

Item Code	Record Series Title	Subject Matter
CED-25	Instructional Materials	Course and testing materials developed by instructor
CED-26	Employment Application Records-- <b>Not</b> Hired	Application forms, resumes, other items received from applicants for advertised positions when the applicant is <b>not</b> hired and records are <b>not</b> sent to the Office of Diversity, Compliance and Inclusion
CED-27	Recruitment Records	Recruitment, hiring, interview, and selection records, including but not limited to correspondence, reports, selection criteria, interview notes, background check records, rating and ranking forms, evaluations, and other records pertaining to the hiring, promotion, demotion, transfer, layoff, and termination of employees
CED-28	Purchasing Records	Official copies of purchasing records <b>not</b> held elsewhere in the University, including but not limited to requests for proposals (RFPs), bids (successful or unsuccessful), contracts, specifications, and related records for purchase of materials, supplies, and services <b>not</b> connected with capital construction
CED-29	Student Records	Individual attendee records, including but not limited to intake forms, residence verification, program participation application and registration, payment records, summary of participant achievements and attendance, and record of courses taken, including grades and test results, but <b>excluding</b> test papers and answer sheets for <b>credit seeking/ matriculated</b> students  Records for <b>non-credit seeking</b> students

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**THE CITY UNIVERSITY OF NEW YORK: OFFICE OF THE EXECUTIVE VICE CHANCELLOR  
& CHIEF OPERATING OFFICER**

Item Code	Record Series Title	Subject Matter
COO-1	Correspondence/Memos-- Significant	Incoming and outgoing correspondence <b>not</b> included in subject files which documents significant subjects, events, policy decisions, or program development processes
COO-2	Correspondence/Memos-- Routine	Incoming and outgoing correspondence <b>not</b> included in subject files which documents routine administrative matters
COO-3	Correspondence/Memos-- Other	Incoming and outgoing correspondence <b>not</b> included in subject files which is of no fiscal, legal, or administrative value
COO-4	Executive Office Files-- Significant Content	Correspondence, memoranda, reports, and other records dealing with significant subjects, events, policy decisions, program development
COO-5	Executive Office Files-- Routine Content	Correspondence, memoranda, reports, and other records dealing with routine administrative matters
COO-6	Executive Office Files-- Other Content	Correspondence, memoranda, reports, and other records which have no fiscal, legal, or administrative value
COO-7	External Policy Documents	Policy manuals, procedural documents, and other records received from outside organizations or bodies, but <b>not</b> produced for or by CUNY

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**THE CITY UNIVERSITY OF NEW YORK: CUNY ATHLETIC CONFERENCE (CUNYAC)**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
ATH-1	Meeting Records	Meeting minutes, including all records accepted as part of minutes  Agendas, documents distributed at meetings, background material
ATH-2	Event Planning Records <i>(Including Awards Ceremonies and Championships)</i>	Contracts with external sources, both revenue and non-revenue  Correspondence  Official copy of any program or promotional literature  Background materials and supporting documentation, including facility requests, team rosters, student information, nominating information
ATH-3	Park Permits	Annual requests to NYC Parks Department for CUNY to use public parks and sports facilities
ATH-4	Policy Documents	Documents created by CUNY and involving major procedures, policies, or standards affecting college or University operations, critical functions, or issues of public visibility or concern
ATH-5	Goodwill Tours	Including, but not limited to, correspondence, program proposals, student applications, letters of recommendation, budget preparation records and reports; and other student records, such as emergency contact information, immunization records, insurance forms, epermits, waivers and release forms

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**THE CITY UNIVERSITY OF NEW YORK: CUNY ATHLETIC CONFERENCE (CUNYAC)**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
ATH-6	Publicity Files	Publications relating to athletic events, including brochures, flyers, cards and posters
ATH-7	Fundraising File	Fundraising efforts originating in department, including but not limited to coaches' records, check requests, invoices, brochures, tickets, and correspondence
ATH-8	Photographs/ Videos/ Clippings	Media clippings, photographs or other visual media records created or collected by a college or the University that are <b>not</b> part of an item listed elsewhere in this Schedule, including background information on recurring subjects of media interest
ATH-9	Accreditation Records-- Significant	Significant correspondence, reports, questionnaires, self-study records and reports, guides, and related documents transmitted between a college or the University and accrediting bodies
ATH-10	Accreditation Records-- Routine	Routine correspondence and transmittal records, drafts of guides and reports, and fiscal records
ATH-11	Alumni Contact Records	Including but not limited to name, address, occupation, degree attained, marital status, and summary records of financial contributions of alumni
ATH-12	Athletic Reports--National Collegiate Athletic Association (NCAA)/ National Junior College Athletic Association (NJCAA)	Listing of participants in sports activities prepared for NCAA/ NJCAA, including specific information regarding any incidents or infractions

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**THE CITY UNIVERSITY OF NEW YORK: CUNY ATHLETIC CONFERENCE (CUNYAC)**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
ATH-13	Athletic Reports--CUNY	Listing of participants in sports activities and data regarding incidents and/or infractions pertaining <b>only</b> to sporting events and activities between CUNY sports teams
ATH-14	Gender Equity Records	Used for compliance with NCAA requirements and the Equity in Athletics Disclosure Act (EADA), including audit and self-evaluation records for male and female athletes and related records, such as records created pursuant to Title IX of the Education Amendments of 1972, codified in Sections 1681-1688 of 20 USC and Section 106.41 of 34 CFR
ATH-15	Athletic Health Information Report	Determines student eligibility to participate in campus sports activities
ATH-16	Petty Cash Records	Cash transaction record showing cash received from collection of various fees and petty cash disbursed
ATH-17	Income Records	Record of income from rentals, clubs, student fees, advertising, athletic competitions, etc., including copies of checks
ATH-18	Student Disciplinary Records	Including, but not limited to, suspension notices, suspension hearing records, probationary condition adherence records, expulsion records, correspondence, fine assessment, and any other related records
ATH-19	Student Complaint Records	Complaints by students concerning CUNY Athletics programs, faculty, or staff

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**THE CITY UNIVERSITY OF NEW YORK: DEAF AND HARD OF HEARING PROGRAMS**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
AAHH-1	Meeting Records--Minutes	Official copies of meeting minutes, including all records accepted as part of minutes
AAHH-2	Meeting Records--Supporting Documentation	Agendas, documents distributed at meetings, background material
AAHH-3	Policy Documents/ Best Practices Procedures	Documents outlining major procedures, policies, or standards affecting college or University operations, critical functions, or issues of public visibility or concern
AAHH-4	Correspondence/Subject Files--Significant Content	Correspondence, memoranda, reports, and other records dealing with significant subjects, events, policy decisions, program development
AAHH-5	Correspondence/Subject Files--Routine Content	Correspondence, memoranda, reports, and other records dealing with routine administrative matters
AAHH-6	Correspondence/Subject Files--Other Content	Correspondence, memoranda, reports, and other records which have no fiscal, legal, or administrative value
AAHH-7	Handbook	Official copy of departmental handbook
AAHH-8	Workshops	Student workshops, including but not limited to instructional materials, sign-in sheets, workshop evaluations, invitations, correspondence, and other planning records

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**THE CITY UNIVERSITY OF NEW YORK: DEAF AND HARD OF HEARING PROGRAMS**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
AAHH-9	Enrollment Reports	Annual, special, or final report, summary, review, or evaluation containing substantial evidence of college or University policy, procedures, plans, or directions
AAHH-10	Screening Records	Recruitment, hiring, interview, and selection records, including but not limited to resume, correspondence, selection criteria, and other records pertaining to the hiring and placement of interpreters

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**THE CITY UNIVERSITY OF NEW YORK: OFFICE OF THE DEPUTY CHIEF OPERATING OFFICER**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
DCO-1	Meeting Records	Meeting minutes, including all records accepted as part of minutes, including agendas, background materials, and other documents distributed at meetings
DCO-2	Contracts	Legal agreement, including contract, lease, and release involving a college or the University, and <b>not</b> involving capital purchases
DCO-3	Policy Documents	Involving major procedures, policies, or standards affecting college or University operations, critical functions, or issues of public visibility or concern
DCO-4	Grant Program Files	Applications, proposals, narratives, evaluations, reports for grants awarded; including background materials, fiscal records and supporting documentation for grants awarded or not awarded
DCO-5	Reports--Significant	Annual, or other special reports containing substantial evidence of college or University policy, procedures, or directions
DCO-6	Strategic Planning	Records of annual, special, or long-range program planning or initiatives
DCO-7	Donor (and Prospective Donor) Information Records	Records containing information on individuals, organizations, institutions, foundations, or corporations

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**THE CITY UNIVERSITY OF NEW YORK: OFFICE OF THE DEPUTY CHIEF OPERATING OFFICER**

Item Code	Record Series Title	Subject Matter
DCO-8	Records of Gifts Received-- <i>-Record of gifts and bequests to the University, including copy of will, copies of deeds, maps and surveys (if applicable), gift agreements, contracts, and any other records of establishment of and use of monies generated by trust fund or endowment</i>	a) When trust fund or endowment is involved  b) For gift of work of art, historical or other artifact, or historical manuscript  c) For gift or bequest <b>not</b> covered in "a" or "b", or by note above  d) Daily cash receipt journals, credit card receipts, electronic funds transfer records, and copies of checks
DCO-9	Correspondence/Memos-- Significant	Incoming and outgoing correspondence <b>not</b> included in subject files which documents significant subjects, events, policy decisions, or program development processes
DCO-10	Correspondence/Memos-- Routine	Incoming and outgoing correspondence <b>not</b> included in subject files which documents routine administrative matters
DCO-11	Correspondence/Memos-- Other	Incoming and outgoing correspondence <b>not</b> included in subject files which is of no fiscal, legal, or administrative value

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**THE CITY UNIVERSITY OF NEW YORK: OFFICE OF THE DEPUTY CHIEF OPERATING OFFICER**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
DCO-12	Executive Office Files-- Significant Content	Correspondence, memoranda, reports, and other records dealing with significant subjects, events, policy decisions, program development
DCO-13	Executive Office Files-- Routine Content	Correspondence, memoranda, reports, and other records dealing with routine administrative matters
DCO-14	Executive Office Files-- Other Content	Correspondence, memoranda, reports, and other records which have no fiscal, legal, or administrative value
DCO-15	Bank Ledgers	Accounting register, including but not limited to check register, transfer of funds register, encumbrance register, and register of claims presented for payment and paid claims
DCO-16	Tax Return Records	Tax returns  Work papers, supporting documentation, correspondence, and other related records for tax returns
DCO-17	Instructional Materials	Course and testing materials developed by instructor
DCO-18	Instructor's Grade Records	Grade books, test scores, marking sheets, and other detailed grading information

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**THE CITY UNIVERSITY OF NEW YORK: OFFICE OF THE DEPUTY CHIEF OPERATING OFFICER**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
DCO-19	Student Coursework	Exams, papers, and assignments submitted by students, <b>except</b> comprehensive exams, theses and dissertations
DCO-20	Form W-9	Employer's copies of withholding tax statements and U.S. information returns, or equivalent forms
DCO-21	Attendance Rosters	For students enrolled in specific sections, including ABS/INC (absent from final exam/incomplete) reports from Registrar

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**THE CITY UNIVERSITY OF NEW YORK: ENVIRONMENTAL, HEALTH, SAFETY  
AND RISK MANAGEMENT (EHSRM)**

Item Code	Record Series Title	Subject Matter
EHS-1	Meeting Records	Meeting minutes, as well as agendas, background materials, and other documents distributed at meetings when documents are <b>not</b> read into the minutes  Meeting files, including agendas, background materials, and other documents distributed at meetings when documents are read into the minutes
EHS-2	University Wide Policy Documents	Involving major procedures, policies, or programs affecting college or University operations, critical functions, or issues of public visibility or concern, including but not limited to policies concerning Health & Safety, Risk Management, Business Continuity, and Emergency Management
EHS-3	Correspondence--Significant	Incoming and outgoing correspondence <b>not</b> included in subject files which documents significant subjects, events, policy decisions, or program development processes
EHS-4	Correspondence--Routine	Incoming and outgoing correspondence <b>not</b> included in subject files which documents routine administrative matters
EHS-5	Correspondence--Other	Incoming and outgoing correspondence <b>not</b> included in subject files which is of no fiscal, legal, or administrative value

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**THE CITY UNIVERSITY OF NEW YORK: ENVIRONMENTAL, HEALTH, SAFETY  
AND RISK MANAGEMENT (EHSRM)**

Item Code	Record Series Title	Subject Matter
EHS-6	Campus Audit Reports	<p>Reports and recommendations resulting from audits, including but not limited to environmental impact statements and related records</p> <p>Background materials and supporting documentation used in preparing statements and reports</p>
EHS-7	Departmental Reports	Reports prepared by EHSRM containing substantial evidence of College or University policy, procedures, plans, or directions, including reports that may contain information received from the Colleges or other Central Office departments
EHS-8	Employment Application Records-- <b>Not</b> Hired	Application forms, resumes, other items received from applicants for advertised positions when the applicant is <b>not</b> hired and records are <b>not</b> sent to the Office of Diversity, Compliance & Inclusion
EHS-9	Recruitment Records	Recruitment, hiring, interview, and selection records when the records are <b>not</b> sent to the Office of Diversity, Compliance & Inclusion or Human Resources, including but not limited to correspondence, reports, selection criteria, interview notes, background check records, rating and ranking forms, evaluations, and other records pertaining to the hiring, promotion, demotion, transfer, layoff, and termination of employees

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**THE CITY UNIVERSITY OF NEW YORK: ENROLLMENT MANAGEMENT**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
EM-1	Meeting Records	<p>Meeting minutes, as well as agendas, background materials, and other documents distributed at meetings when documents are <b>not</b> read into the minutes</p> <p>Meeting files, including agendas, background materials, and other documents distributed at meetings when documents are read into the minutes</p>
EM-2	Policy & Procedure Manuals/Documents	Manuals and other documents of major procedures, policies, or standards affecting college or University operations, critical functions, or issues of public visibility or concern
EM-3	Correspondence--Significant	Incoming and outgoing correspondence <b>not</b> included in subject files which documents significant subjects, events, policy decisions, or program development processes
EM-4	Correspondence--Routine	Incoming and outgoing correspondence <b>not</b> included in subject files which documents routine administrative matters
EM-5	Correspondence--Other	Incoming and outgoing correspondence <b>not</b> included in subject files which is of no fiscal, legal, or administrative value
EM-6	Enrollment Reports	Annual, special, or final report, summary, review, or evaluation containing substantial evidence of college or University policy, procedures, plans, or directions, including but not limited to Financial Aid, Registrar, and Admissions reports
EM-7	Accreditation Records--Significant	Significant correspondence, reports, questionnaires, self-study records and reports, guides, and related documents transmitted between a college or the University and accrediting bodies

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**THE CITY UNIVERSITY OF NEW YORK: ENROLLMENT MANAGEMENT**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
EM-8	Accreditation Records-- Routine	Routine correspondence and transmittal records, drafts of guides and reports, and fiscal records
EM-9	Security Requests	Computer passwords and user account records for computer access, including administrative rights
EM-10	Executive Office Files-- Significant Content	Correspondence, memoranda, reports, and other records dealing with significant subjects, events, policy decisions, program development
EM-11	Executive Office Files-- Routine Content	Correspondence, memoranda, reports, and other records dealing with routine administrative matters
EM-12	Executive Office Files-- Other Content	Correspondence, memoranda, reports, and other records which have no fiscal, legal, or administrative value

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**THE CITY UNIVERSITY OF NEW YORK: EXECUTIVE SEARCH AND EVALUATION**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
ESA-1	Executive Level Search Records	<p>List of committee members</p> <p>Search summary reports</p> <p>Vacancy notices when duties of position are described in detail</p> <p>Other recruitment, hiring, interview, and selection records, including but not limited to resumes, correspondence, selection criteria, interview notes, background check records, rating and ranking forms, evaluations, and other records pertaining to the hiring, promotion, or transfer of employees</p>
ESA-2	Correspondence--Significant	Incoming and outgoing correspondence <b>not</b> included in subject files which documents significant subjects, events, policy decisions, or program development processes
ESA-3	Correspondence--Routine	Incoming and outgoing correspondence <b>not</b> included in subject files which documents routine administrative matters
ESA-4	Correspondence--Other	Incoming and outgoing correspondence <b>not</b> included in subject files which is of no fiscal, legal, or administrative value

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**THE CITY UNIVERSITY OF NEW YORK: EXECUTIVE SEARCH AND EVALUATION**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
ESA-5	Presidential Evaluations	Performance evaluation records of College Presidents, including but not limited to Presidents' self-assessments, evaluation team reports, and other records produced by the evaluation team
ESA-6	Executive Office Files-- Significant Content	Correspondence, memoranda, reports, and other records dealing with significant subjects, events, policy decisions, program development
ESA-7	Executive Office Files-- Routine Content	Correspondence, memoranda, reports, and other records dealing with routine administrative matters
ESA-8	Executive Office Files-- Other Content	Correspondence, memoranda, reports, and other records which have no fiscal, legal, or administrative value

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**THE CITY UNIVERSITY OF NEW YORK: UNIVERSITY EXECUTIVE DIRECTOR OF ACADEMIC FINANCIAL AFFAIRS AND PLANNING**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
FA-1	Grant Records	Applications, proposals, narratives, evaluations, reports for grants awarded; including background materials, fiscal records and supporting documentation for grants awarded or not awarded
FA-2	Budget Records	Cumulative status reports on allocations, receipts, expenditures, encumbrances, and unencumbered funds  Monthly or quarterly status reports on allocations, receipts, expenditures, encumbrances, and unencumbered funds  Copies of other budgets received and maintained for informational purposes
FA-3	Correspondence-- Significant	Incoming and outgoing correspondence <b>not</b> included in project files which documents significant subjects, events, policy decisions, or program development processes
FA-4	Correspondence-- Routine	Incoming and outgoing correspondence <b>not</b> included in project files which documents routine administrative matters
FA-5	Correspondence--Other	Incoming and outgoing correspondence <b>not</b> included in project files which is of no fiscal, legal, or administrative value

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**THE CITY UNIVERSITY OF NEW YORK: UNIVERSITY EXECUTIVE DIRECTOR OF ACADEMIC FINANCIAL AFFAIRS AND PLANNING**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
FA-6	Project Files--Significant Content	Correspondence, memoranda, reports, and other records dealing with significant subjects, events, policy decisions, program development
FA-7	Project Files--Routine Content	Correspondence, memoranda, reports, and other records dealing with routine administrative matters
FA-8	Project Files--Other Content	Correspondence, memoranda, reports, and other records which have no fiscal, legal, or administrative value

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THE CITY UNIVERSITY OF NEW YORK: OFFICE OF STUDENT FINANCIAL AID - COMPLIANCE & TRAINING		
Item Code	Record Series Title	Subject Matter
FAC-1	Meeting Records	Meeting minutes, as well as agendas, background materials, and other documents distributed at meetings when documents are <b>not</b> read into the minutes  Meeting files, including agendas, background materials, and other documents distributed at meetings when documents are read into the minutes
FAC-2	Contracts	Contracts with companies/ organizations for student jobs outside of CUNY
FAC-3	Policy & Procedure Manuals	Manuals of major procedures, policies, or standards affecting college or University operations, critical functions, or issues of public visibility or concern
FAC-4	Correspondence--Significant	Incoming and outgoing correspondence <b>not</b> included in subject files which documents significant subjects, events, policy decisions, or program development processes
FAC-5	Correspondence--Routine	Incoming and outgoing correspondence <b>not</b> included in subject files which documents routine administrative matters
FAC-6	Correspondence--Other	Incoming and outgoing correspondence <b>not</b> included in subject files which is of no fiscal, legal, or administrative value
FAC-7	Subject Files--Significant Content	Correspondence, memoranda, reports, and other records dealing with significant subjects, events, policy decisions, program development

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THE CITY UNIVERSITY OF NEW YORK: OFFICE OF STUDENT FINANCIAL AID - COMPLIANCE & TRAINING		
Item Code	Record Series Title	Subject Matter
FAC-8	Subject Files--Routine Content	Correspondence, memoranda, reports, and other records dealing with routine administrative matters
FAC-9	Subject Files--Other Content	Correspondence, memoranda, reports, and other records which have no fiscal, legal, or administrative value
FAC-10	Departmental Publications	Official copies of promotional materials created by the department where critical information is <b>also</b> contained in other publications or the publications contain <b>only</b> routine information
FAC-11	Workshops	Records used for staff workshops, including but not limited to instructional materials, sign-in sheets, program evaluations, and other supporting documentation
FAC-12	Security Requests	Computer passwords and user account records for computer access, including administrative rights

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**THE CITY UNIVERSITY OF NEW YORK: OFFICE OF STUDENT FINANCIAL AID - COMPLIANCE & TRAINING**

Item Code	Record Series Title	Subject Matter
FAC-13	Fiscal Audit Records	<p>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</p> <p>Other external audits</p> <p>Internal audits conducted by College or University officials</p> <p>Reports and recommendations resulting from investigation</p>
FAC-14	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
FAC-15	Training Materials	Training and instructional materials created and used by the department
FAC-16	Student Complaint Records	Student complaints concerning financial aid, including but not limited to complaint, investigative records, hearing proceedings, decision rendered, student appeal, final decision, and correspondence

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**THE CITY UNIVERSITY OF NEW YORK:  
FACILITIES PLANNING, CONSTRUCTION AND MANAGEMENT (FPCM) - ADMINISTRATIVE DEPARTMENT  
SCHEDULE - COMMONLY HELD RECORDS**

Item Code	Record Series Title	Subject Matter
CO-1	Meeting Records-Minutes	For departmental and committee meetings
CO-2	Meeting Records-Supporting Documentation	Agendas, documents distributed at meetings, background material
CO-3	Policies and Procedures--Significant	Official copies of policies and procedures related to significant departmental operations or issues
CO-4	Policies and Procedures--Routine	Official copies of policies and procedures dealing with routine departmental administration
CO-5	General Correspondence and Memoranda--Significant Content	Correspondence that, in the department's opinion, documents significant policies, decisions, activities, events, legal precedents, or legal issues
CO-6	General Correspondence and Memoranda--Routine	Correspondence that, in the department's opinion, contains routine legal, fiscal or administrative information
CO-7	General Correspondence and Memoranda--Other	Correspondence with no legal, fiscal, or administrative value, including cover letters, letters of transmittal, and invitations
CO-8	Resumes--Unsolicited	Not related to any advertised or available position

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**THE CITY UNIVERSITY OF NEW YORK:  
FACILITIES PLANNING, CONSTRUCTION AND MANAGEMENT (FPCM) - ADMINISTRATIVE DEPARTMENT  
SCHEDULE - COMMONLY HELD RECORDS**

Item Code	Record Series Title	Subject Matter
CO-9	Departmental Publications-- Significant	Official copies of newsletters, press releases, published reports, bulletins, catalogs, or other publications prepared by College departments, where critical information is <b>not</b> contained in other publications
CO-10	Departmental Publications-- Routine	Official copies of newsletters, press releases, published reports, bulletins, catalogs, or other publications prepared by College departments, where critical information is <b>also</b> contained in other publications or the publication <b>only</b> contains routine information
CO-11	Internal Information Records	Lists, logs, inventories, flow charts, or other records created by department for administrative convenience and not covered elsewhere
CO-12	Drafts, notes, and working papers	Created and used in preparation of other records
CO-13	Postal Records--Legal or Official Notice	Related to legal notice or official notice to personnel or students, including returned mail
CO-14	Postal Records--Other	<b>Not</b> related to legal notice or official notice, including returned mail
CO-15	Special Event Records--Program or Promotional Literature	Official copies related to open houses, orientation sessions, lecture series, other events
CO-16	Special Event Records--Other	Background materials and supporting documentation

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**THE CITY UNIVERSITY OF NEW YORK:  
FACILITIES PLANNING, CONSTRUCTION AND MANAGEMENT (FPCM) - ADMINISTRATIVE DEPARTMENT  
SCHEDULE - COMMONLY HELD RECORDS**

Item Code	Record Series Title	Subject Matter
CO-17	Computer Passwords and User Account Records	Used by department for computer access
CO-18	Executive Office Files-- Significant	Official copies dealing with significant topics
CO-19	Executive Office Files--Routine	Official copies dealing with routine matters
CO-20	Personnel Records for Departmental Employees	Personnel related records that <b>have not been sent</b> to Human Resources

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**THE CITY UNIVERSITY OF NEW YORK:  
FACILITIES PLANNING, CONSTRUCTION AND MANAGEMENT (FPCM)  
FINANCIAL MANAGEMENT - CAPITAL BUDGET AND FINANCE**

Item Code	Record Series Title	Subject Matter
FMCB-1	Five-Year Capital Budget Requests	Annual requests for appropriations, including cost estimates, project scope, and other project details
FMCB-2	First Year Binders	Details for projects requested in the first year of the Five-Year Capital Budget Request, including but not limited to purpose of project, impact, and accreditation information
FMCB-3	State Appropriation Records	Background budget files concerning State funded projects produced internally in anticipation of passage of the New York State Budget
FMCB-4	Working Papers/Drafts-- Non-Fiscal	Preparation files for feasibility studies and master plans, whether or not proposed projects are undertaken
FMCB-5	Budget Request Working Papers	Drafts and other records used to prepare Five-Year Capital Budgets and First Year Binders, as well as any other records used to create budgets

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**THE CITY UNIVERSITY OF NEW YORK:  
FACILITIES PLANNING, CONSTRUCTION AND MANAGEMENT (FPCM)  
FINANCIAL MANAGEMENT - CAPITAL BUDGET AND FINANCE**

Item Code	Record Series Title	Subject Matter
FMCB-6	Project Files--New York City Projects-- <i>Records related to the Commitment to Proceed (CP) process, and documents relating to any subsequent changes and/or updates to the CP</i>	<p>Significant correspondence, fiscal reports and records, CP questionnaires, scope itemization, and CP approval from the New York City Office of Management and Budget (OMB)</p> <p>Supplementary documentation, including routine correspondence, non-fiscal records, and equipment and materials lists/costs</p> <p>Any records, when project is proposed but <b>not</b> undertaken</p> <p>Vendor catalogs</p>

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**THE CITY UNIVERSITY OF NEW YORK:  
FACILITIES PLANNING, CONSTRUCTION AND MANAGEMENT (FPCM)  
FINANCIAL MANAGEMENT - CAPITAL BUDGET AND FINANCE**

Item Code	Record Series Title	Subject Matter
FMCB-7	Minor Repair Funds Records--New York State Projects-- <i>Records related to New York State Certificate of Approval (CERT) process, and documents relating to any subsequent changes and/or updates to the CERT</i>	<p>Significant correspondence, fiscal reports and records, hard dollar records including scope and bids, and award letters</p> <p>Supplementary documentation, including routine correspondence, non-fiscal records, and equipment and materials lists/costs</p> <p>Any records, when project is proposed but <b>not</b> undertaken</p> <p>Vendor catalogs</p>
FMCB-8	Quarterly Plans	Preparation files produced by department to comply with requests from the New York City Financial Management System (FMS) for quarterly City Improvement Plans
FMCB-9	Bond Sales Documents	Records relating to DASNY bond sales for DASNY-owned buildings, including but not limited to records relating to department meeting standards for bond sale, correspondence, and percentage of private use forms

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**THE CITY UNIVERSITY OF NEW YORK: FACILITIES PLANNING, CONSTRUCTION  
AND MANAGEMENT (FPCM) - DESIGN, CONSTRUCTION & MANAGEMENT**

Item Code	Record Series Title	Subject Matter
DCM-1	Capital Construction or Public Improvement Files--Projects Approved--Significant Documentation	Records include, but are not limited to, feasibility studies, successful bids, plans, specifications, designs, project descriptions, in-progress and completion photographs, inspection reports, environmental impact statements, annual project statements, fiscal and other financial reports, and significant change orders and correspondence
DCM-2	Capital Construction or Public Improvement Files--Projects Approved--Supplementary Documentation	Records include, but are not limited to, applications for assistance, project budgets, interim fiscal reports, claims, contracts, vouchers, work orders, worksheets, non-significant change orders, memoranda, detailed construction specifications, and routine correspondence
DCM-3	Capital Construction or Public Improvement Files--Projects <b>Not</b> Awarded	All records pertaining to projects where the bid has been unsuccessful and the contract is <b>not</b> awarded
DCM-4	Capital Construction or Public Improvement Files--Projects <b>Not</b> Undertaken	All records pertaining to projects proposed but <b>not</b> undertaken
DCM-5	Energy Reports-- <i>Reports issued by DASNY, New York Power Authority (NYPA), or CUNY consultants related to ongoing projects</i>	Final report  Draft/working copies

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**THE CITY UNIVERSITY OF NEW YORK: FACILITIES PLANNING, CONSTRUCTION  
AND MANAGEMENT (FPCM) - DESIGN, CONSTRUCTION & MANAGEMENT**

Item Code	Record Series Title	Subject Matter
DCM-6	Engineering Reports-- <i>Reports issued at different phases of the capital construction project, including but not limited to the schematic, development, and construction phases</i>	Final report  Draft/working copies
DCM-7	Public Assembly Reports-- <i>Assessments of conditions of public assembly areas</i>	Final report  Draft/working copies
DCM-8	Violations Records	Violation records from regulatory agencies for capital projects  Violation records for non-capital projects  Cumulative summary of repair records <b>not</b> held by the Colleges
DCM-9	Official Plans--Significant Building or Facility	Final or "as built" plans, maps, designs, sketches, architectural drawings, and photographs

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**THE CITY UNIVERSITY OF NEW YORK: FACILITIES PLANNING, CONSTRUCTION  
AND MANAGEMENT (FPCM) - DESIGN, CONSTRUCTION & MANAGEMENT**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
DCM-10	Official Plans-- <b>Other Than</b> Significant Building or Facility	Final or "as built" plans, maps, designs, sketches, architectural drawings, and photographs
DCM-11	Official Plans--Other Drawings	Mechanical, electric, and other detailed schematic drawings <b>not</b> covered in DCM-9 or DCM-10, including detailed specifications <b>not</b> appearing on plans, maps, designs, sketches, or architectural drawings
DCM-12	Official Plans--Non-Graphic	Other related non-graphic design file documents, including correspondence, cost estimates, reports, planning studies, and other records
DCM-13	Official Plans--Templates	Templates or other similar automated framework or reference files used in conjunction with more specific automated design files
DCM-14	Official Plans--Index/Log	Indexes or similar records used to locate, identify, and access plans, maps, designs, sketches, architectural drawings, photographs, and other existing records
DCM-15	Draft/Intermediary Plans	Draft or intermediary plans, maps, designs, sketches, or architectural drawings, including explanatory textual files, tracings, and <b>other than</b> final or "as built" automated design files

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**THE CITY UNIVERSITY OF NEW YORK: FACILITIES PLANNING, CONSTRUCTION  
AND MANAGEMENT (FPCM) - DESIGN, CONSTRUCTION & MANAGEMENT**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
DCM-16	Self Evaluation Records-- <i>Records required under the Americans with Disabilities Act (ADA), Rehabilitation Act of 1973 as amended, or similar state/federal laws, regulations or requirements</i>	Voluntary compliance plan for facility, including list of persons consulted, description of areas examined, transition plan, list of problems identified, and description of modifications anticipated and made  Copies of work orders, progress notes, and other supporting documentation
DCM-17	Inspection Reports	Inspection reports, reviews, and audits (internal and external) created relative to the Americans with Disabilities Act (ADA), Rehabilitation Act of 1973 as amended, or similar state/federal laws, regulations or requirements
DCM-18	Energy Consumption Monitoring Records-- <i>Records showing use of electricity or fuel, operation of heating and/or cooling equipment, or environmental conditions (temperature, humidity, air quality) in various parts of publicly owned or operated buildings or facilities</i>	Detailed data collected from sensors or monitors, and detailed reports generated from such data  Energy consumption and environmental condition reports, including summary reports, along with accompanying charts, graphs and data tables (including actual use data and technical budget requests)
DCM-19	Fire Safety Inspection Reports	Reports prepared pursuant to Education Law, Section 807-b related to capital construction projects

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**THE CITY UNIVERSITY OF NEW YORK: FACILITIES PLANNING, CONSTRUCTION  
AND MANAGEMENT (FPCM) - DESIGN, CONSTRUCTION & MANAGEMENT**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
DCM-20	Asbestos Records	ACP7 (Asbestos Control Program Asbestos Project Notification) forms  ACP5 (Asbestos Control Program "Not an Asbestos Project" Notification) forms

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**THE CITY UNIVERSITY OF NEW YORK: FACILITIES PLANNING, CONSTRUCTION AND  
MANAGEMENT (FPCM) FINANCIAL MANAGEMENT - FISCAL**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
FMF-1	Accounting Records	Including, but not limited to, vouchers and contracts
FMF-2	Bad Checks	Copies of No Good (NG) checks
FMF-3	Bank Records	Bank statements, cancelled checks, and other banking communications
FMF-4	Contract Files	Payroll reports and payment requests from contractors, as well as payment of retainage and payment of guarantee records
FMF-5	Funding Records	Of tuition coming into City University Construction Fund (CUCF)
FMF-6	Payment Records	Payments from CUCF to DASNY
FMF-7	Procurement Records for Capital Contracts	For the outfitting of new or reconstructed buildings, including furniture, equipment and other supplies

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**THE CITY UNIVERSITY OF NEW YORK: FACILITIES PLANNING, CONSTRUCTION AND  
MANAGEMENT (FPCM) -- PROCUREMENT**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
FMP-1	Procurement Records for Capital Projects	<p>Correspondence, solicitations for bids and RFPs (including advertisements and public notices), drawings and plans, submission review records (including assessments of responsiveness), approval letters, and any documentation related to post-award contract changes</p> <p>Unsuccessful bids to which contract is <b>not</b> awarded</p> <p>All records, when project is proposed but <b>not</b> undertaken</p> <p>Certificates of insurance (when no outstanding claims are involved)</p>
FMP-2	Requirement Contract Execution Files for Capital Projects	Task orders describing work to be done, budget, vendor/contract information, vendor proposal with detailed pricing, review documents, and notice to proceed
FMP-3	Contract Administration Files--Compliance Records	<p>Records filed by contractor or sub-contractor pursuant to Labor Law Section 220 (3-a), regarding prevailing wage rates</p> <p>Records related to minority- and women-owned business enterprises (MWBE) doing business with a college or the University</p>

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**THE CITY UNIVERSITY OF NEW YORK: FACILITIES PLANNING, CONSTRUCTION AND MANAGEMENT (FPCM) -  
REAL ESTATE DEPARTMENT**

Item Code	Record Series Title	Subject Matter
RE-1	Facility Files--Under Lease-- <i>Records related to buildings under lease to CUNY that document policies, decisions, events, or fiscal or administrative activities</i>	Contracts  Significant correspondence  Routine correspondence  Budget preparation files and cumulative budget reports  Facility use information
RE-2	Facility Files--Properties CUNY <b>Did Not Lease</b>	Records relating to buildings that CUNY decided <b>not</b> to lease, including but not limited to brochures, correspondence, and proposals
RE-3	College Files-- <i>Records related to individual Colleges that document policies, decisions, events, or fiscal or administrative activities</i>	Significant correspondence including official copies of New York City Board of Estimate resolutions concerning property acquisitions  Routine correspondence

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**THE CITY UNIVERSITY OF NEW YORK: FACILITIES PLANNING, CONSTRUCTION AND MANAGEMENT (FPCM) -  
REAL ESTATE DEPARTMENT**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
RE-4	Leases	Official copies of leases for CUNY properties
RE-5	Special Project Files	Records relating to special projects overseen by department, including but not limited to official copy of publications, background materials, contact information, and supporting documentation
RE-6	Market Data Files	Marketing information gathered for internal information purposes only
RE-7	Budget Files	Records concerning budget preparation, including but not limited to budget projections and cumulative budget reports
RE-8	Payment Files	Payment information on rental properties, including payment summary reports, payment vouchers, and other supporting documentation
RE-9	Acquisition Files	Copies of site or plot plans, photographs, recommendations or justifications for acquisitions or sales, and environmental audits  Other records relating to building acquisitions (whether or not acquired through eminent domain), including appraisals and other legal documents related to acquisitions
RE-10	Deeds	Official copies of deeds for CUNY properties

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<b>THE CITY UNIVERSITY OF NEW YORK: FACILITIES PLANNING, CONSTRUCTION AND MANAGEMENT (FPCM)- SPACE PLANNING</b>		
<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
SPB-1	Five-Year Capital Budget Requests	Annual requests for appropriations, including cost estimates, project scope, and other project details
SPB-2	First Year Binders	Details for projects requested in the first year of the Five-Year Capital Budget Request, including but not limited to purpose of project, impact, and accreditation information
SPB-3	Reso A Budget Requests	Detailed project information requested by the Borough Presidents and the City Council, including but not limited to purpose of project, impact, and costs and schedules
SPB-4	Working Papers/Drafts--Non-Fiscal	Preparation files for feasibility studies and master plans, whether or not proposed projects are undertaken
SPB-5	Budget Request Working Papers	Drafts and other records used to prepare Five-Year Capital Budgets, First Year Binders, and Reso A Requests, and any other records used to create budgets
SPB-6	Feasibility Study Reports-- <i>Reports resulting from studies of viability of proposed capital improvement projects</i>	For proposed projects that are undertaken  For proposed projects that are <b>not</b> undertaken
SPB-7	Master Plans-- <i>Long range reports for capital improvement projects</i>	For proposed projects that are undertaken  For proposed projects that are <b>not</b> undertaken
SPB-8	Building Programs	Records covering the initial steps of the design process, including project drafts, presentations, and other models

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**THE CITY UNIVERSITY OF NEW YORK: HEALTH AND HUMAN SERVICES**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
HHS-1	Affiliation Agreements	Collaborative agreements between the University and area hospitals
HHS-2	Articulation Agreements	Educational partnership records with other colleges
HHS-3	Correspondence--Significant	Incoming and outgoing correspondence <b>not</b> included in subject files which documents significant policy or decision-making, or deals with legal precedents or significant legal issues
HHS-4	Correspondence--Routine	Incoming and outgoing correspondence <b>not</b> included in subject files which documents routine legal, fiscal, or administrative matters
HHS-5	Correspondence--Other	Incoming and outgoing correspondence <b>not</b> included in subject files which is of no fiscal, legal, or administrative value
HHS-6	Subject Files--Significant Content	Correspondence, memoranda, reports, and other records dealing with significant policy or decision-making, or dealing with legal precedents or significant legal issues
HHS-7	Subject Files--Routine Content	Correspondence, memoranda, reports, and other records dealing with routine legal, fiscal, or administrative matters
HHS-8	Subject Files--Other Content	Correspondence, memoranda, reports, and other records which have no fiscal, legal, or administrative value

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**THE CITY UNIVERSITY OF NEW YORK: HEALTH AND HUMAN SERVICES**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
HHS-9	Grant Records ( <i>Not Listed Elsewhere on this Schedule</i> )	Applications, proposals, narratives, evaluations, reports for grants awarded; including background materials, fiscal records and supporting documentation for grants awarded or not awarded
HHS-10	Research Records	Reports and recommendation resulting from investigation, including but not limited to trends and future needs of programs and/or Colleges  Background materials and supporting documentation
HHS-11	Surveys	Survey results, including official copy of survey form, and completed questionnaires
HHS-12	Reports--Significant	Annual, special, or final report, summary, review, or evaluation containing substantial evidence of college or University policy, procedures, plans, or directions
HHS-13	Reports--Routine	Reports where critical information is contained in other reports, reports that document internal management and housekeeping activities, or reports that contain <b>only</b> routine legal, fiscal, or administrative information

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**THE CITY UNIVERSITY OF NEW YORK: HEALTH AND HUMAN SERVICES**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
HHS-14	Certificate Programs-- Applications and Course Records	Records for students who are accepted and attend, including but not limited to applications, academic advisement records, coursework, attendance records, student rosters, course evaluations, and final grades  Records for students who are <b>not</b> accepted, or who are accepted but <b>do not</b> register
HHS-15	Certificate Programs--Grant Records	Funding records for certificate programs
HHS-16	Certificate Programs--Syllabi	Syllabi for courses offered by department
HHS-17	Student Advisement Records	Student counseling records, including but not limited to academic and career planning concerns
HHS-18	Job Fair/Recruitment Records	Career placement records, including but not limited to records of on-campus visits and interviews, job fairs, employer information sessions, and job searches, but <b>not</b> including individual student counseling records
HHS-19	Incentive Grants	Master fiscal summary record of grants, awards, or gifts  Detailed fiscal records of grants, awards, and gifts to faculty or staff, <b>excluding</b> master summary record

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**THE CITY UNIVERSITY OF NEW YORK: HEALTH AND HUMAN SERVICES**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
HHS-20	Scholarships	<p>Master fiscal summary record of grants, awards, or gifts</p> <p>Detailed fiscal records of grants, awards, and gifts to students, <b>excluding</b> master summary record</p> <p>Individual scholarship file, including but not limited to applications, list of eligible candidates, list of competition winners and alternates, recommendations, authorization of awards, financial statements, accounting data, reports, and correspondence</p> <p>List of scholarships awarded students</p>

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**THE CITY UNIVERSITY OF NEW YORK: HUMAN RESOURCES & PAYROLL**

Item Code	Record Series Title	Subject Matter
HRP-1	Meeting Records	<p>Meeting minutes, including agendas, meeting notices, attendance records, background materials, and other documents distributed at meetings when documents are <b>not</b> read into the minutes</p> <p>Agendas, meeting notices, attendance records, background materials, and other documents distributed at meetings when documents are read into the minutes</p>
HRP-2	Policy Documents	Involving major procedures, policies, or standards affecting college or University operations, critical functions, or issues of public visibility or concern
HRP-3	Audit Records--Non-Fiscal/ Procedural	<p>Report and recommendation resulting from investigation</p> <p>Background materials and supporting documentation</p>
HRP-4	Special Event Files	<p>Official copy of any program or promotional literature</p> <p>Background materials and supporting documentation, including but not limited to attendee/ guest lists, food service requests, and facility orders</p>

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**THE CITY UNIVERSITY OF NEW YORK: HUMAN RESOURCES & PAYROLL**

Item Code	Record Series Title	Subject Matter
HRP-5	Budget Records	<p>Budget preparation file for budget request or estimate submitted by department head, including but not limited to the preliminary or tentative budget, budget appropriation and staffing requests, estimates of revenues or expenditures, narrative of services, budget message, budget hearing and review files, and related records</p> <p>Monthly or quarterly status reports on allocations, receipts, expenditures, encumbrances, and unencumbered funds</p> <p>Copies of other budgets received and maintained for informational purposes</p>
HRP-6	Vacancy Requests	<p>Personnel requisition made to civil service or personnel office, requesting that vacancy be filled, including budget requests and approvals</p>
HRP-7	Tuition Waivers	<p>Payment requests made to the CUNY Office of the University Comptroller for staff tuition reimbursement</p>
HRP-8	Audit Records--Fiscal	<p>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</p> <p>Other external audits</p> <p>Internal audits conducted by College or University officials</p>

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**THE CITY UNIVERSITY OF NEW YORK: HUMAN RESOURCES & PAYROLL**

Item Code	Record Series Title	Subject Matter
HRP-9	Fiscal Audit Backup Records	Including, but not limited to, summaries, posting records, and related records created by an auditing office as part of the auditing procedure
HRP-10	Workers' Compensation Records	<p>Case records if claim allowed</p> <p>Case records if claim disallowed after trial, or case otherwise disposed of without an award after the parties have been given due notice</p> <p>Employee injury records created pursuant to Section 110, Workers' Compensation Law</p>
HRP-11	Periodic Payroll Ledgers	Periodic payroll, including detailed information necessary for salary verification for retirement and Social Security purposes
HRP-12	Retirement Verification Records	Records used in lieu of missing or incomplete periodic payroll records, including detailed information necessary for salary verification for retirement and Social Security purposes
HRP-13	Payroll-- <b>Not</b> Detailed	Periodic payroll, <b>not</b> including detailed information necessary for salary verification for retirement and Social Security purposes
HRP-14	Pay Advance Forms	For amounts paid to employees under special circumstances based on a specific payroll, when records are maintained separate from payroll itself
HRP-15	Overtime Reports	Reports of overtime hours used by CUNY employees

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**THE CITY UNIVERSITY OF NEW YORK: HUMAN RESOURCES & PAYROLL**

Item Code	Record Series Title	Subject Matter
HRP-16	Payroll Reports	When needed for audit or other fiscal purposes  When <b>not</b> needed for audit or other fiscal purposes
HRP-17	Time Sheets	Employee's time cards, sheets, or books
HRP-18	Payroll Garnishment Requests-- <i>Records of assignments, attachments, and garnishments of employee's salary</i>	When employment was terminated prior to satisfaction  When satisfied
HRP-19	Payroll Deduction Requests	Employees' voluntary payroll deduction request forms
HRP-20	Form W-2 and 1099	Employer's copies of withholding tax statements and U.S. information returns, or equivalent forms
HRP-21	Form IT-2104	Employer's copies of NY State withholding allowance certificates
HRP-22	Form W-4	Employer's copies of U.S. tax withholding forms submitted by employees
HRP-23	Direct Deposit Records	Including, but not limited to, applications to begin or terminate direct deposit, transaction logs, or similar reports

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**THE CITY UNIVERSITY OF NEW YORK: HUMAN RESOURCES & PAYROLL**

Item Code	Record Series Title	Subject Matter
HRP-24	Benefits Enrollment Declination Records-- <i>Employee's declaration of intention to decline membership or participation in retirement system or benefit plan, including copy of written notification of options provided employee by a College or the University</i>	For retirement system  For benefit plan
HRP-25	Personnel Records--Master Summary Records	Master summary record from personnel file, including but not limited to age, dates of employment, job titles, and civil service status
HRP-26	Personnel Records--Employee Files	For each employee (including those for non-resident aliens), including but not limited to PAFs, PDFs, resumes, applications, finger print forms, credit checks, performance reviews, correspondence, appointment/ reappointment letters, civil service examination results, notice of resignation or termination, COBRA notices, and any other records <b>not</b> part of the master summary records
HRP-27	Visa Files--General Information	Official communications with Department of State/Department of Homeland Security concerning visa policies, authorizations, instructions, and certifications
HRP-28	Visa Files--Visa Holders	Records of visa holders (including faculty and other visiting scholars), including but not limited to correspondence, copies of DS-2019s, public access records, and other related documentation <b>not</b> held in the Personnel File

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**THE CITY UNIVERSITY OF NEW YORK: HUMAN RESOURCES & PAYROLL**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
HRP-29	Compensation Time Records	Records of compensation time given to qualifying titles
HRP-30	Case Files--Disciplinary	Records of disciplinary investigations and proceedings regarding employees
HRP-31	Time and Leave Requests	Employee's time records covering leaves, absences, hours worked, and scheduling, including but not limited to requests for change of work schedules, vacation schedules, reports of absences, and requests for leaves without pay (including but not limited to fellowships, disability, Family Leave Medical Act [FLMA], and paid parental leave)
HRP-32	Multiple Position Reports	Annual or other financial disclosure statements, including but not limited to faculty multiple position reports filed by college or University employees or officials

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**THE CITY UNIVERSITY OF NEW YORK: HUMAN RESOURCES & PAYROLL**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
HRP-33	Employee Health and Life Insurance Records	<p>For employees with or without dependent survivors</p> <p>Claims for benefits</p> <p>Health and life insurance coverage reports</p> <p>Declination statements filed by employee</p> <p>Refund forms, doctors' notes, and other medical records <b>not</b> related to exposure to toxic substances or harmful physical agents</p>
HRP-34	Unemployment Insurance Records	<p>Claim filed by employee, when claim is approved</p> <p>Claim filed by employee, when claim is disqualified</p> <p>Claim payment reports</p>
HRP-35	Case Files--Grievances	Employee grievances, investigative records, hearing proceedings, decisions, and other records
HRP-36	Personnel Oath	Official copy of oath of office or record of official signature of public employee

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**THE CITY UNIVERSITY OF NEW YORK: HUMAN RESOURCES & PAYROLL**

Item Code	Record Series Title	Subject Matter
HRP-37	Attestation Forms	Employee attestation of knowledge of code of ethics, staff policy manual, or other official policies or procedures
HRP-38	Form I-9	Employment verification forms
HRP-39	Personnel Vacancy Notices	Job announcements and descriptions when duties of position are described in detail, including but not limited to announcements, organizational charts, and search committee members
HRP-40	Employment Application Records-- <b>Not</b> Hired	Application forms, resumes, other items received from applicants for advertised positions when the applicant is <b>not</b> hired and records are <b>not</b> sent to the Office of Diversity, Compliance and Inclusion
HRP-41	Recruitment Records	Recruitment, hiring, interview, and selection records, including but not limited to correspondence, reports, selection criteria, interview notes, background check records, rating and ranking forms, evaluations, and other records pertaining to the hiring, promotion, demotion, transfer, layoff, and termination of employees
HRP-42	Applicant Flow Log	Chronicles status of job searches and maintained as part of the job search file

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**THE CITY UNIVERSITY OF NEW YORK: INTERNATIONAL STUDENT SERVICES**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
AAIS-1	Meeting Records--Minutes	Official copies of meeting minutes, including all records accepted as part of minutes
AAIS-2	Meeting Records--Supporting Documentation	Agendas, documents distributed at meetings, background material
AAIS-3	Contracts	Contracts, articulation agreements, and related correspondence, financial and legal addenda for international studies' programs
AAIS-4	Policy Documents/ Best Practices Procedures--Internal	Documents created by the department outlining major procedures, policies, or standards affecting college or University operations, critical functions, or issues of public visibility or concern
AAIS-5	Policy Information--External	Official communications with Department of State/Department of Homeland Security concerning international travel/ study abroad, visa policies, authorizations, instructions, and certifications, when documents are <b>not</b> created by or for the department
AAIS-6	Correspondence/Subject Files--Significant Content	Correspondence, memoranda, reports, and other records dealing with significant subjects, events, policy decisions, program development
AAIS-7	Correspondence/Subject Files--Routine Content	Correspondence, memoranda, reports, and other records dealing with routine administrative matters

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**THE CITY UNIVERSITY OF NEW YORK: INTERNATIONAL STUDENT SERVICES**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
AAIS-8	Correspondence/Subject Files-- Other Content	Correspondence, memoranda, reports, and other records which have no fiscal, legal, or administrative value
AAIS-9	Study Abroad Student Files-- Student Attends	Records of students participating in international study abroad programs, including but not limited to correspondence, program proposals, student applications, letters of recommendation, budget preparation records and reports; and other student records, such as emergency contact information, immunization records, insurance forms, ePermits, waivers and release forms
AAIS-10	Annual/ Enrollment Reports	Annual, special, or final report, summary, review, or evaluation containing substantial evidence of college or University policy, procedures, plans, or directions
AAIS-11	Personnel Records	Official copies of personnel records (other than master summary records) that are <b>not</b> held elsewhere

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**THE CITY UNIVERSITY OF NEW YORK: LABOR RELATIONS**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
HRLR-1	Policy Documents	Policy documents <b>not</b> listed elsewhere in this Schedule, and involving major procedures, policies, or standards affecting college or University operations, critical functions, or issues of public visibility or concern
HRLR-2	Guidance Memoranda	Notices of labor contract interpretation, involving major procedures, policies, or standards affecting college or University operations, critical functions, or issues of public visibility or concern
HRLR-3	Letter Agreements	Correspondence issued by department and disseminated to the colleges and University documenting significant policy or decision-making
HRLR-4	Correspondence/ Chronological Files--Significant	Incoming and outgoing correspondence <b>not</b> included in subject files which documents significant policy or decision-making, or deals with legal precedents or significant legal issues
HRLR-5	Correspondence/ Chronological Files--Routine	Incoming and outgoing correspondence <b>not</b> included in subject files which documents routine legal, fiscal, or administrative matters
HRLR-6	Correspondence/ Chronological Files--Other	Incoming and outgoing correspondence <b>not</b> included in subject files which is of no fiscal, legal, or administrative value
HRLR-7	Subject Files--Significant Content	Correspondence, memoranda, reports, and other records dealing with significant policy or decision-making, or dealing with legal precedents or significant legal issues
HRLR-8	Subject Files--Routine Content	Correspondence, memoranda, reports, and other records dealing with routine legal, fiscal, or administrative matters

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**THE CITY UNIVERSITY OF NEW YORK: LABOR RELATIONS**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
HRLR-9	Subject Files--Other Content	Correspondence, memoranda, reports, and other records which have no fiscal, legal, or administrative value
HRLR-10	Employee Training Records	<p>Employee training course information records, including but not limited to memoranda, flyers, catalogs, instructional materials, and other records related to specific training courses, such as information on course content, program registration, instructor, credits, hours, and roster of registrants</p> <p>Employee training course registration processing records, including but not limited to employees' application and enrollment records for courses, employee data forms, course applications, attendance sheets, and supervisors' and training officers' authorizations or denials</p>
HRLR-11	Budget Records	<p>Budget preparation file for budget request or estimate submitted by department head, including but not limited to the preliminary or tentative budget, budget appropriation and staffing requests, estimates of revenues or expenditures, narrative of services, budget message, budget hearing and review files, and related records</p> <p>Monthly or quarterly status reports on allocations, receipts, expenditures, encumbrances, and unencumbered funds</p> <p>Copies of other budgets received and maintained for informational purposes</p>

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**THE CITY UNIVERSITY OF NEW YORK: LABOR RELATIONS**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
HRLR-12	Petty Cash Records	Cash transaction record showing cash received from collection of various fees and petty cash disbursed
HRLR-13	Uniform Allowance	Records of uniform allowances for managerial personnel
HRLR-14	607 Payroll Authorization Forms	Official payroll records showing employee entitled to contractual raise(s), including but not limited to waivers, memos, approvals, and 607 forms
HRLR-15	Agency Shop Fees	Records of waivers of union membership dues
HRLR-16	Disciplinary--Case Files	Records of disciplinary investigations and proceedings regarding employees, including but not limited to statement of charge, transcript of hearing, notice of decision, letter of termination or resignation, letter of reinstatement, record of appeal procedure, and correspondence
HRLR-17	Disciplinary--Arbitration Records	Pending and final award records maintained separately from case files
HRLR-18	Disciplinary--Settlement Agreements	Final agreements of employee disciplinary actions maintained separately from case files
HRLR-19	Adjunct Overload Waivers	Signed waiver allowing adjunct faculty to work over permitted hours
HRLR-20	Labor-Management Meeting Records	Minutes and reports  Meeting agenda, correspondence, and other records

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**THE CITY UNIVERSITY OF NEW YORK: LABOR RELATIONS**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
HRLR-21	Contract Negotiation Records	Public employee contract negotiations records, including but not limited to proposals, summary of proceedings, copies of salary schedules and contracts, PERB fact-finding report, and significant correspondence  Routine correspondence, routine memoranda, and drafts
HRLR-22	Grievances--Case Files	Public employee grievance records, including but not limited to grievance, investigative records, hearing proceedings, decision rendered by employer, employee appeal, records of arbitration procedure, final decision, and correspondence
HRLR-23	Grievances--Arbitration Records	Pending and final award records maintained separately from case files
HRLR-24	Grievances--Settlement Agreements	Final agreements of employee grievances maintained separately from case files
HRLR-25	Grievances--Investigative Records	Grievance investigative records maintained separately from case files
HRLR-26	Grievances--Select Faculty Committee Records	Grievance records, including list of faculty members and voting records maintained separately from case files

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**THE CITY UNIVERSITY OF NEW YORK: CUNY LEADS (Linking Employment, Academics and Disability Services)**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
AACL-1	Policy Documents/ Handbooks	Information on procedures and guidelines for college or University processes involving major procedures, policies, or standards affecting college or University operations, critical functions, or issues of public visibility or concern  Information on procedures and guidelines for college or University processes involving routine day-to-day procedures, policies, or standards pertaining to internal administration of a college or the University
AACL-2	Correspondence/Subject Files--Significant Content	Correspondence, memoranda, reports, and other records dealing with significant subjects, events, policy decisions, program development
AACL-3	Correspondence/Subject Files--Routine Content	Correspondence, memoranda, reports, and other records dealing with routine administrative matters
AACL-4	Correspondence/Subject Files--Other Content	Correspondence, memoranda, reports, and other records which have no fiscal, legal, or administrative value

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**THE CITY UNIVERSITY OF NEW YORK: CUNY LEADS (Linking Employment, Academics and Disability Services)**

Item Code	Record Series Title	Subject Matter
AACL-5	Publications	<p>Publications that contain significant information or substantial evidence of plans and directions for college or University activities, or publications where critical information is <b>not</b> contained in other publications or reports</p> <p>Publications where critical information is also contained in other publications or reports, publications that document routine activities, publications that contain <b>only</b> routine information, or publications (such as web pages) that facilitate access to college or University information on the Internet</p>
AACL-6	Project Information	Information on students seen, including but not limited to types of services provided, referrals (if any) given, and other statistical data
AACL-7	Strategic Planning	Records of annual, special, or long-range program planning or initiatives
AACL-8	Training Materials	Materials used for orientation and training, including but not limited to procedural information and job duties
AACL-9	Employment Application Records-- <b>Not</b> Hired	Application forms, resumes, other items received from applicants for advertised positions when the applicant is <b>not</b> hired and records are <b>not</b> sent to the Office of Diversity, Compliance and Inclusion, or the Research Foundation

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**THE CITY UNIVERSITY OF NEW YORK: CUNY LEADS (Linking Employment, Academics and Disability Services)**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
AACL-10	Recruitment Records	Recruitment, hiring, interview, and selection records when the records are <b>not</b> sent to the Office of Diversity, Compliance and Inclusion, Human Resources, or the Research Foundation, including, but not limited to, correspondence, reports, selection criteria, interview notes, background check records, rating and ranking forms, evaluations, and other records pertaining to the hiring, promotion, demotion, transfer, layoff, and termination of employees

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**THE CITY UNIVERSITY OF NEW YORK: LEGAL AFFAIRS**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
LG-1	Contracts/Affiliation, Articulation, Independent Contractor (IC) Agreements/ International Students (Study Abroad)/ Leases/ MOUs	Official copies of contracts, affiliation and articulation agreements, IC agreements, leases, international student agreements (including study abroad), and MOUs sent to Legal Affairs, including contracts regarding purchases of materials, supplies, and services <b>not</b> connected with capital construction
LG-2	Policy Manuals	<p>Involving major procedures, policies, or standards affecting college or University operations, critical functions, or issues of public visibility or concern</p> <p>Involving routine day-to-day procedures, policies, or standards pertaining to internal administration of a college or the University</p>

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**THE CITY UNIVERSITY OF NEW YORK: LEGAL AFFAIRS**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
LG-3	CUNY Affiliations-- Governance Documents	<p>Bylaws</p> <p>General governance documents, including but not limited to certificates of incorporation, correspondence, memoranda, reports, studies, publicity items, contracts and other legal documents covering affiliation with or membership in professional, education, or civic groups by either the University or the college as a whole or some department or unit thereof, where file documents a significant subject or major policy-making or program development process</p> <p>Where file documents routine activity</p> <p>Tax exemption records</p>
LG-4	Correspondence/ Chronological Files	Incoming and outgoing correspondence included in subject files which is of no fiscal, legal, or administrative value
LG-5	Subject Files--Significant Content	Correspondence, memoranda, reports, and other records dealing with significant policy or decision-making, or dealing with legal precedents or significant legal issues

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**THE CITY UNIVERSITY OF NEW YORK: LEGAL AFFAIRS**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
LG-6	Subject Files--Routine Content	Correspondence, memoranda, reports, and other records dealing with routine legal, fiscal, or administrative matters
LG-7	Subject Files--Other Content	Correspondence, memoranda, reports, and other records which have no fiscal, legal, or administrative value, including records of topics sent to Legal Affairs' office for review, assembled and kept for reference purposes
LG-8	Telephone Message Books	Communication log recording each communication between caller and receiving unit
LG-9	Copyright/Trademark Records	Copyright and trademark records for materials copyrighted and marks trademarked by a college or the University, including but not limited to copy of application, registration or renewal of copyright or trademark, and correspondence
LG-10	Staff Training Records (Including CLE)	<p>Employee training course information records, including but not limited to memoranda, flyers, catalogs, and other records related to specific training courses, such as information on course content, program registration, instructor, credits, hours, and roster of registrants</p> <p>Employee training course registration processing records, including but not limited to employees' application and enrollment records for courses, employee data forms, course applications, and supervisors' and training officers' authorizations or denials</p>

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**THE CITY UNIVERSITY OF NEW YORK: LEGAL AFFAIRS**

Item Code	Record Series Title	Subject Matter
LG-11	Litigation/ Case Files--Human Rights	Individual complaint or problem case file of human rights, equal employment, or similar function, including individual case summary record, filed in or referred to New York City Commission on Human Rights, New York State Division of Human Rights, Equal Employment Opportunity Commission, Office for Civil Rights, or other administrative agency
LG-12	Litigation/ Case Files--Other	Legal case files <b>not</b> listed elsewhere on this Schedule, including but not limited to notice of claim, attorney and investigator activity logs, complaints, answers, copies of filed court documents, incident reports, court orders or decisions, motions, notes, briefs, releases, and closing sheets
LG-13	Litigation Hold Records	Hold letters, collections of certifications, and other documents related to employee's understanding of CUNY litigation hold policies
LG-14	Legal Case Index	Legal case index, including notations on activities related to case
LG-15	Subpoena Records	Subpoenas, along with documentation of response, issued to a college or University officer, when <b>not</b> part of legal case file or any other records listed in this Schedule
LG-16	Gifts/Trusts	Record of gifts and bequests to a college or the University and records of the use of such gifts and bequests

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**THE CITY UNIVERSITY OF NEW YORK: LEGAL AFFAIRS**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
LG-17	Security Breach Records	<p>Computer system security records, including records used to control or monitor the security of a system and its data, such as intrusion detection logs, firewall logs, logs of unauthorized access, and other security logs</p> <p>Summary reports of computer security breaches</p>
LG-18	Litigation/ Case Files--Student Bankruptcy	Student bankruptcy records, including but not limited to pleadings and correspondence with court, receiver, student, or creditors' committee
LG-19	Certificates of Insurance	Certificate of insurance certifying as to name of insured, type of insurance, limits of liability, date of expiration, and policy number, when <b>no</b> outstanding claim is involved, <b>except</b> a certificate of insurance certifying as to a security bond or undertaking
LG-20	Disciplinary Actions-- Faculty/Staff	Documents detailing charges brought by a college or the University alleging that an employee is incompetent or has engaged in misconduct, or violated college or University workplace policies (sexual harassment, workplace violence, etc.); including, but not limited to, statements of charge, exhibits, records of hearings, decisions, letters of termination or resignation, letters of reinstatement, records of appeal procedure, and correspondence
LG-21	Ethics Records	Records concerning compliance/non-compliance with college or University ethical standards, including but not limited to notices, list of policymakers, and correspondence

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**THE CITY UNIVERSITY OF NEW YORK: LEGAL AFFAIRS**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
LG-22	Annual/Other Financial Disclosure Statements	Annual or other financial disclosure statements, including but not limited to faculty multiple position reports filed by college or University employees or officials
LG-23	Grievance Records-- Faculty/Staff	Including, but not limited to, grievance, investigative records, hearing proceedings, decision rendered by employer, employee appeal, records of arbitration procedure, final decision, and correspondence
LG-24	Freedom of Information Request Files	Request for access to public records and response, when request is granted  Request for access to public records, when request is denied, including statement of denial, appeal records, documentation of review and decision
LG-25	Scholarship Records	Individual scholarship file, including but not limited to applications, list of eligible candidates, list of competition winners and alternates, recommendations, authorization of awards, financial statements, accounting data, reports, and correspondence  List of scholarships awarded students

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**THE CITY UNIVERSITY OF NEW YORK: LEGAL AFFAIRS**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
LG-26	Disciplinary Actions--Students	Including, but not limited to, investigative records, student disciplinary charges, disciplinary hearing records, decisions rendered (including exhibits, correspondence, assessments, and any other related warnings or actions), student appeals to the Board of Trustees, final decisions, and related correspondence
LG-27	Student Complaints	Student appeals to the Board of Trustees, final decisions, and related correspondence
LG-28	Student Senate Committee	Records maintained in reference to the general operational business of the Student Senate  Grievance/ complaint issues, or protests made by students

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**THE CITY UNIVERSITY OF NEW YORK: OFFICE OF LIBRARY SERVICES - OFFICE OF THE DEAN**

Item Code	Record Series Title	Subject Matter
LID-1	Meeting Records--Official Minutes	Meeting minutes, including all records accepted as part of minutes
LID-2	Meeting Records--Supporting Documentation	Meeting files, including agendas, background materials, and other documents distributed at meetings
LID-3	Project Files/ Policy Documents	<p>Involving major procedures, policies, or standards affecting college or University operations, critical functions, or issues of public visibility or concern</p> <p>Involving routine day-to-day procedures, policies, or standards pertaining to internal administration of a college or the University</p>
LID-4	Internal Information Records	Lists, logs, inventories, flow charts, or other records created by department solely to disseminate information or for similar administrative purposes, and are <b>not</b> part of an item listed elsewhere in this Schedule
LID-5	Reports--Statistical	Statistical reports created for any purpose by any Library department
LID-6	Reports--Significant	Reports containing substantial evidence of College or University policy, procedures, plans, or directions, including the Council of Chief Librarians report
LID-7	Reports--Circulation	Reports on circulation of College and University materials

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**THE CITY UNIVERSITY OF NEW YORK: OFFICE OF LIBRARY SERVICES - OFFICE OF THE DEAN**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
LID-8	Reports--Routine	Reports where critical information is contained in other reports, reports that document internal management and housekeeping activities, or reports that contain <b>only</b> routine legal, fiscal, or administrative information, and not listed elsewhere on this Schedule
LID-9	External Publications	Unsolicited items not covered in other parts of this Schedule, including but not limited to brochures and other promotional materials <b>not</b> produced by or for the department
LID-10	Correspondence--Significant	Incoming and outgoing correspondence <b>not</b> included in subject files which documents significant subjects, events, policy decisions, or program development processes
LID-11	Correspondence--Routine	Incoming and outgoing correspondence <b>not</b> included in subject files which documents routine administrative matters
LID-12	Correspondence--Other	Incoming and outgoing correspondence <b>not</b> included in subject files which is of no fiscal, legal, or administrative value
LID-13	Executive Office Files--Significant Content	Correspondence, memoranda, reports, and other records dealing with significant subjects, events, policy decisions, program development
LID-14	Executive Office Files--Routine Content	Correspondence, memoranda, reports, and other records dealing with routine administrative matters
LID-15	Executive Office Files--Other Content	Correspondence, memoranda, reports, and other records which have no fiscal, legal, or administrative value

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**THE CITY UNIVERSITY OF NEW YORK: OFFICE OF LIBRARY SERVICES - OFFICE OF THE DEAN**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
LID-16	Fiscal Reports-- <b>Other than</b> Annual	Daily, weekly, monthly, quarterly, or other periodic fiscal reports, including but not limited to daily funds report, daily cash report, statement of monthly balances, recapitulation of disbursements, and departmental reports
LID-17	Fiscal Reports--Annual/ Final	Official copy, when <b>not</b> included in minutes
LID-18	Purchasing Files-- <b>Other than</b> Archival	Contracts, correspondence, approval plans, other documents related to <b>routine</b> purchases from vendors with whom the department does business, including purchase orders or requisitions

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**THE CITY UNIVERSITY OF NEW YORK: MENTAL HEALTH AND WELLNESS SERVICES**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
AAIW-1	Consent Forms	Signed by students receiving medical tests at Wellness events
AAIW-2	Insurance Information Records	Records of student health insurance policies, including but not limited to copy of policy, contracts with insurance provider, policy reports, and other general information or supporting documentation
AAIW-3	Protocols/ Best Practices	Procedures, policies, and other best practices affecting college or University operations
AAIW-4	Correspondence/ Subject Files--Significant Content	Correspondence, memoranda, reports, and other records dealing with significant subjects, events, policy decisions, program development
AAIW-5	Correspondence/ Subject Files--Routine Content	Correspondence, memoranda, reports, and other records dealing with routine administrative matters
AAIW-6	Correspondence/ Subject Files--Other Content	Correspondence, memoranda, reports, and other records which have no fiscal, legal, or administrative value
AAIW-7	Workshops	Staff workshop records, including but not limited to instructional records, sign-in sheets, invitations, correspondence, surveys, and any other supporting documentation
AAIW-8	Grant Program Files	Applications, proposals, narratives, evaluations, reports for grants awarded; including background materials, fiscal records and supporting documentation for grants awarded or not awarded

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**THE CITY UNIVERSITY OF NEW YORK: MENTAL HEALTH AND WELLNESS SERVICES**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
AAIW-9	Wellness Event Requests	Requests from College Wellness programs for assistance from Central Office Wellness Services
AAIW-10	Wellness Surveys	Survey reports, including official copy of survey and permission forms  Completed survey forms
AAIW-11	Reports--Utilization	Reports of statistical information gathered by department from the colleges or the University
AAIW-12	Reports--Significant	Annual or special reports containing significant evidence of college or University policy, procedures, plans, or directions, including the New York State Post-Secondary Institutional Immunization Survey Summary prepared by the CUNY Office of Student Affairs, Student Health Services Department
AAIW-13	Reports--Other	Reports where critical information is contained in other reports, reports that document internal management and housekeeping activities, or reports that contain <b>only</b> routine legal, fiscal, or administrative information

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**THE CITY UNIVERSITY OF NEW YORK: MENTAL HEALTH AND WELLNESS SERVICES**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
AAIW-14	Budget Records	Monthly or quarterly status reports on allocations, receipts, expenditures, encumbrances, and unencumbered funds  Copies of other budgets received and maintained for informational purposes
AAIW-15	Clinical Reports	Reports from outside evaluators examining students' requests for medical withdrawals
AAIW-16	Computer Authorizations	Used by department for computer access, including administrative rights
AAIW-17	Petty Cash Records	Cash transaction record showing cash received from collection of various fees and petty cash disbursed
AAIW-18	Post-Secondary Immunization Survey	Official copies of vaccine usage and distribution records submitted to CUNY's University Immunization & Special Programs Coordinator
AAIW-19	Tallies	Survey of tallies of vaccines administered by age group submitted to CUNY's University Immunization & Special Programs Coordinator, including statistical or similar records of vaccines administered
AAIW-20	Clinical Fellowships Records	Recruitment, hiring, interview, and selection records, including but not limited to correspondence, resumes, reports, selection criteria, interview notes, background check records, rating and ranking forms, evaluations, and other records pertaining to the hiring of employees

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**THE CITY UNIVERSITY OF NEW YORK: OFFICE OF INSTITUTIONAL RESEARCH & ASSESSMENT (OIRA)**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
IR-1	Meeting Records	Meeting minutes, as well as agendas, background materials, and other documents distributed at meetings when documents are <b>not</b> read into the minutes  Meeting files, including agendas, background materials, and other documents distributed at meetings when documents are read into the minutes
IR-2	Policy Documents	Involving major procedures, policies, or standards affecting college or University operations, critical functions, or issues of public visibility or concern, including policies for Testing and Assessment
IR-3	CUNY Assessment Exams	Official copies of CUNY Assessment exams (blank)
IR-4	NYSID/IPED Reports	Statistical reports of faculty and student data at CUNY Colleges
IR-5	State Aid/USIP (University Summer Immersion Program) Reports	Statistical reports of student aid data at CUNY Colleges
IR-6	Faculty Workload Reports	Reports containing substantial evidence of college or University trends and statistical data, and used for policy setting
IR-7	Student Data Books	Reports containing substantial evidence of college or University trends and statistical data
IR-8	Surveys	Survey results, survey forms and questionnaires, official copy of survey, and permission forms

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**THE CITY UNIVERSITY OF NEW YORK: OFFICE OF INSTITUTIONAL RESEARCH & ASSESSMENT (OIRA)**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
IR-9	Flash Reports	<p>Preliminary reports prepared by semester</p> <p>Final reports prepared by semester</p> <p>Annual reports</p> <p>Data and other supporting documentation collected and used in reports</p>
IR-10	<p>Other Internal Reports-- <i>Academic, administrative, and historical reports requested by the college community or the University, and <b>not</b> listed elsewhere on this Schedule</i></p>	<p>Reports containing substantial evidence of college or University policies, procedures, plans, or directions</p> <p>Reports where critical information is contained in other reports, or reports that contain <b>only</b> routine legal, fiscal, or administrative information</p>

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**THE CITY UNIVERSITY OF NEW YORK: OFFICE OF INSTITUTIONAL RESEARCH & ASSESSMENT (OIRA)**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
IR-11	External Reports-- <i>Reports requested by external sources, including Middle States Association of Colleges and Secondary Schools</i>	Significant correspondence, reports, questionnaires, self-study records and reports, guides, and related documents transmitted between a college or the University and accrediting bodies  Routine correspondence and transmittal records, drafts of guides and reports, and fiscal records
IR-12	Program Plans	Annual, special, strategic, or other long-range plans for the colleges or the University
IR-13	Drafts, Notes, Working Papers, and Posting Records	Created and used in preparation of other records, including records used as input records for departmental databases

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**THE CITY UNIVERSITY OF NEW YORK: OPERATIONS**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
FM-1	Custodial Work Order	Internal reports of facility cleanliness used solely to disseminate information or for similar administrative purposes
FM-2	Attendance Logs	Log of employee pre-approved or emergency absences, used for internal administrative purposes only
FM-3	Disposal Records	Individual load delivery and other detailed records, including manifest form
FM-4	Asbestos Abatement Files	Building rehabilitation and reconstruction project files, when asbestos is installed, removed, encapsulated, applied, distributed, or otherwise involved  ACP7 (Asbestos Control Program Asbestos Project Notification) forms  ACP5 (Asbestos Control Program "Not an Asbestos Project" Notification) forms
FM-5	Material Data Safety Sheets	Detailed list of chemicals used on campus, as well as remedial measures to be undertaken in case of emergency, that is posted in compliance with OSHA regulations
FM-6	Drum Storage Records	Monthly inspections of drums containing over 50 gallons of liquid, including but not limited to antifreeze and chemicals for boilers
FM-7	Operator Licenses/ Certificates of Fitness	For departmental employees

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**THE CITY UNIVERSITY OF NEW YORK: OPERATIONS**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
FM-8	Capital Construction or Public Improvement Files-- Projects Approved-- Significant Documentation	Records include, but are not limited to, feasibility studies, successful bids, plans, specifications, designs, project descriptions, in-progress and completion photographs, inspection reports, environmental impact statements, annual project statements, fiscal and other financial reports, and significant change orders and correspondence
FM-9	Capital Construction or Public Improvement Files-- Projects Approved-- Supplementary Documentation	Records include, but are not limited to, applications for assistance, project budgets, interim fiscal reports, claims, contracts, vouchers, work orders, worksheets, non-significant change orders, memoranda, detailed construction specifications, and routine correspondence
FM-10	Capital Construction or Public Improvement Files-- Projects <b>Not</b> Awarded	All records pertaining to projects where the bid has been unsuccessful and the contract is <b>not</b> awarded
FM-11	Capital Construction or Public Improvement Files-- Projects <b>Not</b> Undertaken	All records pertaining to projects proposed but <b>not</b> undertaken
FM-12	Certificates of Occupancy	Official copies that are kept separate from project files
FM-13	Public Assembly Reports	Assessments of conditions of public assembly areas
FM-14	Violations Records	Violation records from regulatory agencies for capital projects  Violation records for non-capital projects

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**THE CITY UNIVERSITY OF NEW YORK: OPERATIONS**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
FM-15	Official Plans--Significant Building or Facility	Final or "as built" plans, maps, designs, sketches, architectural drawings, and photographs
FM-16	Official Plans-- <b>Other Than</b> Significant Building or Facility	Final or "as built" plans, maps, designs, sketches, architectural drawings, and photographs
FM-17	Official Plans--Other Drawings	Mechanical, electric, and other detailed schematic drawings <b>not</b> covered in FM-15 or FM-16, including detailed specifications <b>not</b> appearing on plans, maps, designs, sketches, or architectural drawings
FM-18	Official Plans--Non-Graphic	Other related non-graphic design file documents, including correspondence, cost estimates, reports, planning studies, and other records
FM-19	Official Plans--Templates	Templates or other similar automated framework or reference files used in conjunction with more specific automated design files
FM-20	Official Plans--Index/Log	Indexes or similar records used to locate, identify, and access plans, maps, designs, sketches, architectural drawings, photographs, and other existing records
FM-21	Draft/Intermediary Plans	Draft or intermediary plans, maps, designs, sketches, or architectural drawings, including explanatory textual files, tracings, and <b>other than</b> final or "as built" automated design files
FM-22	Work Orders	For repairs to equipment, buildings and other facilities or their mechanical, electrical systems, or other infrastructure

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**THE CITY UNIVERSITY OF NEW YORK: OPERATIONS**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
FM-23	Boiler/HVAC Inspection Records	Maintenance, testing, service, operational, and repair records  Log of routine inspections of boiler and HVAC systems  Inspection reports
FM-24	Water System Records	Maintenance, testing, service, operational, repair records, and reports for water system, including remediation records
FM-25	Elevator Inspection Records	Maintenance, testing, service, operational, and repair records  Reports and studies relating to maintenance, testing, service, operation, and repairs

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**THE CITY UNIVERSITY OF NEW YORK: OPERATIONS**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
FM-26	Maintenance, Testing, Service, Operational, and Repair Records for Buildings and Facilities (including their mechanical, electrical systems, or other infrastructure), Equipment or Vehicles	<p>Maintenance or repair records <b>not</b> listed elsewhere in this schedule for buildings or their mechanical, electrical systems, or other infrastructures, or for vehicles or equipment</p> <p>Maintenance or repair logs or similar records <b>not</b> listed elsewhere in this schedule for buildings or their mechanical, electrical systems, or other infrastructures; or for vehicles or equipment</p> <p>Requests for inspection, repair, or service, when no work is performed and no funds expended</p> <p>Reports and studies relating to maintenance, testing, service, operation, and repairs</p>
FM-27	Maintenance Agreement Records	Records of maintenance, testing, service, operational, and repair records performed via agreements with external maintenance companies, including reports of maintenance and inspections
FM-28	Operating Documents--Air Records	<p>Permit driven records such as opacity reports</p> <p>Records of chlorofluorocarbons (CFC) removal from small appliances</p> <p>Fuel consumption records</p>
FM-29	Key Requests	Requests for keys

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**THE CITY UNIVERSITY OF NEW YORK: OPERATIONS**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
FM-30	Key Return Records	Records for keys returned when no longer needed
FM-31	Key Run Cards	Records of locked rooms opened for staff or other authorized persons
FM-32	Water Tank Cleaning Records	Yearly cleaning of water tanks as required by the Department of Health
FM-33	Refrigerants List	Records of recovery of air conditioners and subsequent disposal of freon
FM-34	Warranties	Specifications, warranty, and descriptive information received from vendor for vehicles or equipment

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**THE CITY UNIVERSITY OF NEW YORK: OPERATIONS**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
FM-35	Petroleum Bulk Storage Records (Including Fuel Use)	<p>Registration, including application and related records</p> <p>Ten-year mandatory inspection reports</p> <p>Other periodic inspection reports</p> <p>Test certification for underground storage tanks</p> <p>Site assessments and related records required when an underground storage tank is abandoned</p> <p>Inventory monitoring records</p>
FM-36	<p>ADA--Self Evaluation Records--<i>Records required under the Americans with Disabilities Act (ADA), Rehabilitation Act of 1973 as amended, or similar state/federal laws, regulations or requirements</i></p>	<p>Voluntary compliance plan for facility, including list of persons consulted, description of areas examined, transition plan, list of problems identified, and description of modifications anticipated and made</p> <p>Copies of work orders, progress notes, and other supporting documentation</p>

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**THE CITY UNIVERSITY OF NEW YORK: OPERATIONS**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
FM-37	ADA--Inspection Reports	Inspection reports, reviews, and audits (internal and external) created relative to the Americans with Disabilities Act (ADA), Rehabilitation Act of 1973 as amended, or similar state/federal laws, regulations or requirements
FM-38	Radio Assignments/Repairs	Lists of radio assignments in use per shift  Equipment maintenance records
FM-39	Fire Safety Inspection Reports	Inspections of fire extinguishers performed pursuant to Education Law, Section 807-b, including sprinkler and standpipe inspections  Fire department permits
FM-40	Fire Proofing Records	Certifications covering flame proofing of soft goods (e.g., curtains) allowing for operation of facility
FM-41	Purchasing Bids	Purchasing file, including but not limited to bid (successful or unsuccessful), contract, specifications, and related records for purchase of materials, supplies, and services <b>not</b> connected with capital construction
FM-42	Vendor File	Including, but not limited to, list of vendors doing business with a college or the University, vendor evaluation forms, price lists, or other information received from vendors

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**THE CITY UNIVERSITY OF NEW YORK: PROFESSIONAL MANAGEMENT PROCESS (PMP)**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
PMP-1	PMP Records--Official Guidelines	PMP procedures and guidelines issued by the department, including the Goals and Targets Grid, affecting college or University operations, critical functions, or issues of public visibility or concern
PMP-2	PMP Records--Correspondence	Correspondence documenting significant policy or decision-making or significant events, or dealing with legal precedents or significant legal issues, including President's letters  Correspondence containing routine legal, fiscal, or administrative information  Correspondence of no fiscal, legal, or administrative value
PMP-3	PMP Records--Reports	Reports containing substantial evidence of college or University policy, procedures, directions, and long-range program plans, including but not limited to Faculty Scholarship Creative Output Reports, Goals and Target Reports, Objectives/ Data Display Reports, PMP Year-End Reports, Program Reviews, Tabular Reports, and OIRA Data Books
PMP-4	PMP Records--Ratings Forms	Rubrics used to create Tabular Reports
PMP-5	Drafts, Notes, Working Papers, and Posting Records	Created and used in preparation of other records, including records used as input records for departmental databases

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**THE CITY UNIVERSITY OF NEW YORK: PROFESSIONAL MANAGEMENT PROCESS (PMP)**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
PMP-6	Presidential Evaluations	Qualitative survey reports  Other supporting documentation, including but not limited to Presidential self-assessments, data tables, and qualitative survey responses

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**THE CITY UNIVERSITY OF NEW YORK: PROJECT REACH (Resources and Education on Autism as CUNY's Hallmark)**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
AAPR-1	Meeting Records--Minutes	Official copies of meeting minutes, including all records accepted as part of minutes
AAPR-2	Meeting Records--Supporting Documentation	Agendas, documents distributed at meetings, background material
AAPR-3	Correspondence/Subject Files--Significant Content	Correspondence, memoranda, reports, and other records dealing with significant subjects, events, policy decisions, program development
AAPR-4	Correspondence/Subject Files--Routine Content	Correspondence, memoranda, reports, and other records dealing with routine administrative matters
AAPR-5	Correspondence/Subject Files--Other Content	Correspondence, memoranda, reports, and other records which have no fiscal, legal, or administrative value
AAPR-6	Grant Program Files	Applications, proposals, narratives, evaluations, reports for grants awarded; including background materials, fiscal records and supporting documentation for grants awarded or not awarded
AAPR-7	Reports--Significant	Annual, special, or final report, summary, review, or evaluation containing substantial evidence of college or University policy, procedures, plans, or directions

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**THE CITY UNIVERSITY OF NEW YORK: PROJECT REACH (Resources and Education on Autism as CUNY's Hallmark)**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
AAPR-8	Reports--Routine	Reports where critical information is contained in other reports, reports that document internal management and housekeeping activities, or reports that contain <b>only</b> routine legal, fiscal, or administrative information
AAPR-9	Strategic Planning	Records of annual, special, or long-range program planning or initiatives

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**THE CITY UNIVERSITY OF NEW YORK:  
OFFICE OF THE EXECUTIVE VICE CHANCELLOR & UNIVERSITY PROVOST**

Item Code	Record Series Title	Subject Matter
AAP-1	Meeting Records--Official Minutes	Meeting minutes, including all records accepted as part of minutes
AAP-2	Meeting Records--Supporting Documentation	Meeting files, including agendas, background materials, and other documents distributed at meetings
AAP-3	Contracts	Legal agreement, including contract, lease, and release involving a college or the University  Purchasing contracts, specifications, and related records for purchase of materials, supplies, and services <b>not</b> connected with capital construction
AAP-4	Policy Documents	Involving major procedures, policies, or standards affecting college or University operations, critical functions, or issues of public visibility or concern
AAP-5	Master Plans	Records of annual, special, or long-range program planning or initiatives  Master plan, and documents and establishment plan concerning the degree-granting authority of a college or the University, including background materials

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**THE CITY UNIVERSITY OF NEW YORK:  
OFFICE OF THE EXECUTIVE VICE CHANCELLOR & UNIVERSITY PROVOST**

Item Code	Record Series Title	Subject Matter
AAP-6	Accreditation Records-- Significant	Significant correspondence, reports, questionnaires, self-study records and reports, guides, and related documents transmitted between a college or the University and accrediting bodies
AAP-7	Accreditation Records-- Routine	Routine correspondence and transmittal records, drafts of guides and reports, and fiscal records
AAP-8	Academic Program Proposals	Including proposals for registration of new programs and requests for approval of changes in existing program title, credit hours, curricular content, format, and/or resource commitment when registration of program is successful  For failed proposals, including proposals that do not come out of subcommittee
AAP-9	Correspondence--Significant	Incoming and outgoing correspondence <b>not</b> included in subject files which documents significant subjects, events, policy decisions, or program development processes
AAP-10	Correspondence--Routine	Incoming and outgoing correspondence <b>not</b> included in subject files which documents routine administrative matters
AAP-11	Correspondence--Other	Incoming and outgoing correspondence <b>not</b> included in subject files which is of no fiscal, legal, or administrative value

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**THE CITY UNIVERSITY OF NEW YORK:  
OFFICE OF THE EXECUTIVE VICE CHANCELLOR & UNIVERSITY PROVOST**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
AAP-12	Executive Office Files-- Significant Content	Correspondence, memoranda, reports, and other records dealing with significant subjects, events, policy decisions, program development
AAP-13	Executive Office Files-- Routine Content	Correspondence, memoranda, reports, and other records dealing with routine administrative matters
AAP-14	Executive Office Files-- Other Content	Correspondence, memoranda, reports, and other records which have no fiscal, legal, or administrative value
AAP-15	Distinguished Professor Files	Resumes and other supporting documentation for persons being considered for Distinguished Professorship
AAP-16	Equivalencies/ Waivers	Authorizations and other supporting documentation for staff degree equivalencies or waivers

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**THE CITY UNIVERSITY OF NEW YORK: PUBLIC SAFETY**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
PS-1	Gate Alert Records	Internal posting of person or persons not permitted in Central Office locations
PS-2	Emergency Contact List	Contact information for person(s) responsible in case of fire or other building/office emergency
PS-3	Peace Officers' Off-Campus Records	Records used to determine reimbursement charges when Central Office or College personnel work at other CO locations or CUNY Colleges
PS-4	Personnel Files--Records <b>Not</b> Sent to Human Resources	For department employees, when the official copies are <b>not</b> sent to Human Resources
PS-5	ID Information Cards--Employees	Records of ID cards issued to employees
PS-6	Vehicle Titles	Records for University vehicles when the vehicle is purchased
PS-7	Alarm Activation Records	Information about intrusion alarms, including arming, disarming, and activation
PS-8	Key Requests	Requests for long term key cards, including records of key returns

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**THE CITY UNIVERSITY OF NEW YORK: PUBLIC SAFETY**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
PS-9	Property Passes	Permission to remove items from College buildings
PS-10	Visitors' Logs	Signed registers of visitors entering Central Office buildings
PS-11	Automated External Defibrillator (AED) Records	Location of AEDs  Inventory, including serial numbers  Maintenance reports  Maintenance or repair log or similar record  Warranties
PS-12	Vehicle Maintenance Records	Vehicle maintenance, testing, service, operational, and repair records  Maintenance or repair log or similar record

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**THE CITY UNIVERSITY OF NEW YORK: PUBLIC SAFETY**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
PS-13	Vehicle Requests/Use Logs	Detailed data file containing information such as vehicle stops, usage, and locations at specific times or intervals  Vehicle assignment logs that contain information of legal or fiscal value  Vehicle assignment logs that do <b>not</b> contain information of legal or fiscal value
PS-14	Video Surveillance Records-- Incident Confirmed	From on-campus cameras in buildings
PS-15	Video Surveillance Records-- <b>No</b> Incident	From on-campus cameras in buildings
PS-16	Vehicle Inspection Logs	For vehicles operated by the department
PS-17	Radio Status Sheets	Lists radios in use per shift

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**THE CITY UNIVERSITY OF NEW YORK: PUBLIC SAFETY**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
PS-18	Training Records	<p>Training records for campus peace officers and other public safety staff (but <b>excluding</b> emergency medical personnel) which lists individual's record of courses attended and/or completed, including basic information on course content</p> <p>Official copy of training manual or bulletin</p> <p>Course instruction records, including attendance lists and lesson plans</p>
PS-19	SAFE (Special Assistance For Events) Team Records	Records of officers assigned to special events
PS-20	Public Safety Memoranda	Standard Operating Procedures for call receipt and dispatch, including codes, abbreviations, and authority file data
PS-21	Evacuation Plans	Fire evacuation plan, disaster response plan, fire drill report, fire safety survey, but <b>not</b> including mutual aid plan

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**THE CITY UNIVERSITY OF NEW YORK: PUBLIC SAFETY**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
PS-22	Incident Reports	Completed by officers for any event to which Public Safety responds, including information about further investigations appended to Incident Reports, <b>except</b> vehicle accident reports
PS-23	Bomb Threat Checklists	Information included in Incident Reports
PS-24	Officers' Memo Books	Kept by individual officers

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**THE CITY UNIVERSITY OF NEW YORK: PUBLIC SAFETY**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
PS-25A	<p>Case Investigation Records-1 of 2</p> <p><i>For adult, juvenile offender, youthful offender, or juvenile delinquent, including but not limited to complaint, investigation report, arrest report, property record, and disposition of the case</i></p>	<p>a) For homicides, suicides, arson (first, second or third degree), missing persons (until located), active warrants, and stolen or missing firearms (until recovered or destroyed)</p> <p>b) For all felonies <b>except</b> those covered by parts "a" and "c", and fatalities <b>other than</b> homicides</p> <p>c) For fourth degree arson and non-fatal accidents</p> <p>d) For misdemeanors</p>

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**THE CITY UNIVERSITY OF NEW YORK: PUBLIC SAFETY**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
PS-25B	Case Investigation Records-2 of 2  <i>For adult, juvenile offender, youthful offender, or juvenile delinquent, including but not limited to complaint, investigation report, arrest report, property record, and disposition of the case</i>	e) When offense involved was a violation or traffic infraction  f) When the individual involved was an adult and the investigation reveals no offense has been committed  g) When the individual involved was a juvenile and no arrest was made or no offense was committed  h) Domestic incident report created pursuant to Section 140.10(5), Criminal Procedure Law, when case investigation record is created
PS-26	Firearm Records--Licensing	Firearm licensing file, including application for license to sell, carry, possess, repair, and dispose of firearms, and supporting records, such as affidavit of character reference and verification of reason for license, when application is <b>approved</b>  When application is <b>disapproved</b>

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**THE CITY UNIVERSITY OF NEW YORK: PUBLIC SAFETY**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
PS-27	Firearm Records--Purchasing	Individual firearm purchase record
PS-28	Firearm Records--Equipment Issuing	Records of issuance of firearms or other weapons to law enforcement personnel
PS-29	Firearm Records--Repair/Maintenance	Repair and maintenance records for firearms or other weapons used by law enforcement personnel
PS-30	Traffic/ Parking Violations	Traffic and parking violation records, including parking, speeding, or other appearance ticket; officer's supporting deposition; parking violation hearing records; "boot and tow" records; and related records
PS-31	Fire Safety Inspection Reports	Inspections of fire extinguishers performed pursuant to Education Law, Section 807-b, including sprinkler and standpipe inspections  Fire department permits
PS-32	Fire Alarm Inspections / Tests	Performed by Fire Safety Director

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**THE CITY UNIVERSITY OF NEW YORK: OFFICE OF THE UNIVERSITY REGISTRAR**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
RG-1	Meeting Records-Minutes	For departmental and committee meetings, including all records accepted as part of minutes
RG-2	Meeting Records-Supporting Documentation	Agendas, documents distributed at meetings, background material
RG-3	Manual of Policies & Procedures	Involving major procedures, policies, or standards affecting college or University operations, critical functions, or issues of public visibility or concern
RG-4	Correspondence--Significant	Incoming and outgoing correspondence <b>not</b> included in subject files which documents significant subjects, events, policy decisions, or program development processes
RG-5	Correspondence--Routine	Incoming and outgoing correspondence <b>not</b> included in subject files which documents routine administrative matters
RG-6	Correspondence--Other	Incoming and outgoing correspondence <b>not</b> included in subject files which is of no fiscal, legal, or administrative value
RG-7	Registrar's Reports--Significant Content	Statistical or other reports containing substantial evidence of policy, plans, and procedures
RG-8	Registrar's Reports--Routine Content	Statistical or other reports with routine administrative content

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**THE CITY UNIVERSITY OF NEW YORK: OFFICE OF THE UNIVERSITY REGISTRAR**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
RG-9	Registrar's Reports--Other Content	Reports created <b>only</b> for internal convenience having <b>no</b> fiscal, legal, or administrative value
RG-10	Executive Office Files--Significant Content	Correspondence, memoranda, reports, and other records dealing with significant subjects, events, policy decisions, program development
RG-11	Executive Office Files--Routine Content	Correspondence, memoranda, reports, and other records dealing with routine administrative matters
RG-12	Executive Office Files--Other Content	Correspondence, memoranda, reports, and other records which have no fiscal, legal, or administrative value

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**THE CITY UNIVERSITY OF NEW YORK: OFFICE OF THE VICE CHANCELLOR FOR RESEARCH**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
IRB-1	Sloan Foundation Records	<p>Meeting minutes, including all records accepted as part of minutes</p> <p>Agendas, handouts, other items <b>not</b> accepted as part of minutes</p> <p>Grant records</p> <p>Official copies of academic program proposals, including proposals for registration of new programs and requests for approval of changes in existing program title, credit hours, curricular content, format, and/or resource commitment when programs are approved</p> <p>When programs are <b>not</b> approved</p> <p>Curriculum/program registration records, including approvals from a college or the University and registration letters from the State Education Department</p>

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**THE CITY UNIVERSITY OF NEW YORK: OFFICE OF THE VICE CHANCELLOR FOR RESEARCH**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
IRB-2	Meeting Records--Minutes	For departmental and committee meetings, including all records accepted as part of minutes
IRB-3	Meeting Records--Other	<p>Agendas, handouts, other items <b>not</b> accepted as part of minutes for Office of Research meetings</p> <p>Records related to individual research protocols</p> <p>Records <b>not</b> related to individual research protocols</p>
IRB-4	Contracts/ Agreements/ Licenses ( <b>Other than TCO Agreements</b> )	Legal agreements, including contracts, licenses, and releases involving a college or the University, including export control records
IRB-5	TCO (Technology Commercialization Office) Agreements/ Invention Disclosures	New Technology Disclosure (NTD) and Intervention Disclosure forms outlining inventions, discoveries or new technologies in which CUNY is a partner
IRB-6	Policy Documents	Involving major procedures, policies, or standards affecting college or University operations, critical functions, or issues of public visibility or concern

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**THE CITY UNIVERSITY OF NEW YORK: OFFICE OF THE VICE CHANCELLOR FOR RESEARCH**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
IRB-7	Correspondence-- Significant	Incoming and outgoing correspondence <b>not</b> included in subject files which documents significant subjects, events, policy decisions, or program development processes
IRB-8	Correspondence--Routine	Incoming and outgoing correspondence <b>not</b> included in subject files which documents routine administrative matters
IRB-9	Correspondence--Other	Incoming and outgoing correspondence <b>not</b> included in subject files which is of no fiscal, legal, or administrative value
IRB-10	Retreats/Workshops	Records of departmental retreats and workshops, including but not limited to attendance records, instructional materials, planning records, and other supporting documents
IRB-11	Grant Program Files ( <b>Other than GRTI</b> )	Applications, proposals, narratives, evaluations, reports for grants awarded; including background materials, fiscal records and supporting documentation for grants awarded or not awarded
IRB-12	GRTI (Graduate Research and Training Initiative) Files	Applications, equipment requests, allocations, descriptions of research, including supporting documentation for grants awarded or not awarded
IRB-13	TCO Office Patent Records	Copyright and trademark records for materials copyrighted and marks trademarked by a college or the University, including but not limited to copy of application, registration or renewal of copyright or trademark, and correspondence

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**THE CITY UNIVERSITY OF NEW YORK: OFFICE OF THE VICE CHANCELLOR FOR RESEARCH**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
IRB-14	Program Proposals	<p>Official copies of academic program proposals, including proposals for registration of new programs and requests for approval of changes in existing program title, credit hours, curricular content, format, and/or resource commitment when programs are approved</p> <p>When programs are <b>not</b> approved</p>
IRB-15	<p>Research Records--- <i>Faculty and faculty-student research maintained separately from faculty personnel records and individual student academic records</i></p>	<p>Published books, papers, journal articles, and other materials made available to the public</p> <p>Other records, including but not limited to records summarizing and publicizing research, and research files which are not the personal property of the researchers, regardless of whether the research is sponsored by government agencies or other sponsors or is unfunded</p>
IRB-16	Research Protocol Files	Research protocols, proposals, and related documentation submitted to the Office of Research by faculty or students
IRB-17	Conflict of Interest Records	Records of research participants' possible conflicts of interest

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**THE CITY UNIVERSITY OF NEW YORK: OFFICE OF THE VICE CHANCELLOR FOR RESEARCH**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
IRB-18	Office of Research Member Records	Resumes and related information, including copies of submissions to oversight agencies
IRB-19	Budget Records	<p>Budget preparation file for budget request or estimate submitted by department head, including but not limited to the preliminary or tentative budget, budget appropriation and staffing requests, estimates of revenues or expenditures, narrative of services, budget message, budget hearing and review files, and related records</p> <p>Monthly or quarterly status reports on allocations, receipts, expenditures, encumbrances, and unencumbered funds</p> <p>Copies of other budgets received and maintained for informational purposes</p>
IRB-20	Donor (and Prospective Donor) Information Records	Records containing information on individuals, organizations, institutions, foundations, or corporations
IRB-21	Executive Office Files-- Significant Content	Correspondence, memoranda, reports, and other records dealing with significant subjects, events, policy decisions, program development

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**THE CITY UNIVERSITY OF NEW YORK: OFFICE OF THE VICE CHANCELLOR FOR RESEARCH**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
IRB-22	Executive Office Files-- Routine Content	Correspondence, memoranda, reports, and other records dealing with routine administrative matters
IRB-23	Executive Office Files-- Other Content	Correspondence, memoranda, reports, and other records which have no fiscal, legal, or administrative value
IRB-24	Invoices	Invoices received from manufacturers, vendors, and patent attorneys, and used to verify delivery of items and/or for billing purposes
IRB-25	Research Misconduct Proceedings	Records of disciplinary investigations and proceedings regarding employees, including but not limited to statement of charge, transcript of hearing, notice of decision, letter of termination or resignation, letter of reinstatement, record of appeal procedure, and correspondence
IRB-26	C-SURP (CUNY Science Undergraduate Research) Records	Records pertaining to participants in C-SURP, including but not limited to applications, letters of recommendation, students' achievements and completed projects, and students' feedback

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**THE CITY UNIVERSITY OF NEW YORK: OFFICE OF THE SECRETARY**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
SY-1	Meeting Records	Meeting minutes, including all records accepted as part of minutes, including agendas, Secretary's and minute taker's notes, meeting notices, attendance records, background materials, and other documents distributed at meetings
SY-2	Transcripts	Recording of public or other meeting of Board of Trustees or committee thereof, or official faculty or department committee meeting, used to produce official minutes and hearing proceedings, report, or other record  Videotape (or other information storage device) recording a college or University public access television program, where program is produced by the college or the University, where program constitutes an important public meeting, significant event, or important subject, or documents college or University policy-making
SY-3	Chancellor's Report	Reports containing substantial evidence of college or University policy, procedures, plans, or directions
SY-4	Biographical Files	Biographical and other background information of current and past Trustees, including photographs and publications
SY-5	Correspondence-- Significant	Incoming and outgoing correspondence <b>not</b> included in subject files which documents significant subjects, events, policy decisions, or program development processes
SY-6	Correspondence-- Routine	Incoming and outgoing correspondence <b>not</b> included in subject files which documents routine administrative matters

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**THE CITY UNIVERSITY OF NEW YORK: OFFICE OF THE SECRETARY**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
SY-7	Correspondence-- Other	Incoming and outgoing correspondence <b>not</b> included in subject files which is of no fiscal, legal, or administrative value
SY-8	Executive Office Files-- -Significant Content	Correspondence, memoranda, reports, and other records dealing with significant subjects, events, policy decisions, program development
SY-9	Executive Office Files-- -Routine Content	Correspondence, memoranda, reports, and other records dealing with routine administrative matters
SY-10	Executive Office Files-- -Other Content	Correspondence, memoranda, reports, and other records which have no fiscal, legal, or administrative value

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**THE CITY UNIVERSITY OF NEW YORK: SEEK-COLLEGE DISCOVERY (CD)-SINGLE STOP**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
SK-1	Conference/ Retreat Records	<p>Contracts</p> <p>Summary reports and significant correspondence</p> <p>Official copy of any program or promotional literature</p> <p>Training materials, invitations, sign-in sheets, planning records, evaluations, and other supporting documentation</p> <p>Public facility use records, including but not limited to requests, routine correspondence, fiscal records, audio-visual equipment, and authorizations</p>
SK-2	Meeting Records--Official Minutes	Meeting minutes, including all records accepted as part of minutes
SK-3	Meeting Records--Supporting Documentation	Meeting files, including agendas, background materials, and other documents distributed at meetings
SK-4	Correspondence--Significant	Incoming and outgoing correspondence <b>not</b> included in subject files which documents significant subjects, events, policy decisions, or program development processes

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**THE CITY UNIVERSITY OF NEW YORK: SEEK-COLLEGE DISCOVERY (CD)-SINGLE STOP**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
SK-5	Correspondence--Routine	Incoming and outgoing correspondence <b>not</b> included in subject files which documents routine administrative matters
SK-6	Correspondence--Other	Incoming and outgoing correspondence <b>not</b> included in subject files which is of no fiscal, legal, or administrative value
SK-7	Grant Program Files	Applications, proposals, narratives, evaluations, reports for grants awarded; including background materials, fiscal records and supporting documentation for grants awarded or not awarded
SK-8	Audit Records--Non- Fiscal	Reports and recommendations resulting from procedural audits of and site visits to the College SEEK/CD/Single Stop programs  Background materials and supporting documentation
SK-9	Internal Information Records	Lists, logs, inventories, flow charts, directories, and other records created by department for administrative convenience and not covered elsewhere on this Schedule
SK-10	Reports--Enrollment	Enrollment information on First Time Freshmen (FTF), including but not limited to, program eligibility data, summer program enrollment, and financial aid information
SK-11	Reports--Performance Data	Reports used to review and evaluate SEEK/CD programs at the College level using data generated by the Office of Institutional Research and Assessment

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**THE CITY UNIVERSITY OF NEW YORK: SEEK-COLLEGE DISCOVERY (CD)-SINGLE STOP**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
SK-12	Reports--Significant	Other reports containing substantial evidence of College or University policy, procedures, plans, or directions that are not listed elsewhere on this Schedule, including Annual and special reports
SK-13	Part-Time Waivers	Waiver requests received from the Colleges to allow less than full time enrollment for SEEK/CD students who are admitted and attend
SK-14	Budget Records	<p>Budget preparation file for budget request or estimate submitted by department head, including but not limited to the preliminary or tentative budget, budget appropriation and staffing requests, estimates of revenues or expenditures, narrative of services, budget message, budget hearing and review files and related records</p> <p>Monthly or quarterly status reports on allocations, receipts, expenditures, encumbrances, and unencumbered funds</p> <p>Budgetary change request and approval or denial for change in approved budget, including but not limited to transfer of funds from one budget item to another, overtime authorization, or request for supplemental funds</p> <p>Copies of other budgets received and maintained for informational purposes</p>

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**THE CITY UNIVERSITY OF NEW YORK: SEEK-COLLEGE DISCOVERY (CD)-SINGLE STOP**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
SK-15	Financial Aid Tracking Summary Reports	<p>Monthly summary reports used for audit purposes that monitor Financial Aid awards given to SEEK/CD students</p> <p>Routine internal reports used solely to disseminate information or for similar administrative purposes</p>
SK-16	Audit Records--Fiscal	<p>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</p> <p>Other external audits</p> <p>Internal audits conducted by College or University officials</p>
SK-17	Audit Records--Fiscal Backup Documents	Audit background documentation, including summaries, posting records, and related records created by an auditing office as part of the auditing procedure
SK-18	Case Files--Disciplinary	Records of disciplinary investigations and proceedings regarding employees
SK-19	Case Files--Grievances	Employee grievances, investigative records, hearing proceedings, decisions, and other records

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**THE CITY UNIVERSITY OF NEW YORK: SEEK-COLLEGE DISCOVERY (CD)-SINGLE STOP**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
SK-20	Student Leadership Records	Student participation records in Student Leadership Conferences and Working Groups
SK-21	Student Club Records	Bylaws/Constitution  Administrative records used to confirm compliance to rules governing club activities, including but not limited to meeting minutes, membership rosters, contact information, and faculty advisor letters; information about club officers, including contact information; event records, including proposals, flyers/brochures, and other organizing records for events; election records, including election dispute records

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**THE CITY UNIVERSITY OF NEW YORK: STUDENT ACTIVITIES**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
AASA-1	Meeting Records-- Departmental/ Student Senate	Meeting minutes, including all records accepted as part of the minutes ( <b>except</b> those listed in AASA-13) for departmental or Student Senate meetings
AASA-2	Departmental Policy/ Procedural Documents	Involving major procedures, policies, or standards affecting college or University operations, critical functions, or issues of public visibility or concern
AASA-3	Bylaws	For student activities or organizations
AASA-4	Correspondence/ Subject Files--Significant Content	Correspondence, memoranda, reports, and other records dealing with significant subjects, events, policy decisions, program development
AASA-5	Correspondence/ Subject Files--Routine Content	Correspondence, memoranda, reports, and other records dealing with routine administrative matters
AASA-6	Correspondence/ Subject Files--Other Content	Correspondence, memoranda, reports, and other records which have no fiscal, legal, or administrative value
AASA-7	Special Event/ Program Records	Official copy of any program or promotional literature  Background materials, including, but not limited to, proposals, flyers/brochures, TPAs (Temporary Place of Assembly), room reservations and other organizing records for events

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**THE CITY UNIVERSITY OF NEW YORK: STUDENT ACTIVITIES**

Item Code	Record Series Title	Subject Matter
AASA-8	Photographs/Videos	Created by department for any purpose <b>not</b> part of an item listed elsewhere in the Schedule
AASA-9	Fiscal Audit Records	<p>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</p> <p>Other external audits</p> <p>Internal audits conducted by University officials</p>
AASA-10	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
AASA-11	Student Trip Records	Including, but not limited to signed liability waivers by participating students, certificates of insurance, basic information about trip, and other supporting documentation

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**THE CITY UNIVERSITY OF NEW YORK: STUDENT ACTIVITIES**

Item Code	Record Series Title	Subject Matter
AASA-12	Scholarship Records	<p>Individual scholarship file, including but not limited to applications, list of eligible candidates, list of competition winners and alternates, recommendations, authorization of awards, financial statements, accounting data, reports, and correspondence</p> <p>List of scholarships awarded students</p>
AASA-13	Student Club Records (Including Student Government)	Records used to confirm compliance to rules governing club activities, including but not limited to internal meeting minutes ( <b>except</b> those listed in SA-1), membership rosters, club officers, contact information, faculty advisor letters, requests for funding (including supporting documentation), and routine correspondence
AASA-14	Election Records	<p>Student government election records, including but not limited to official copies of guidelines, petition to run, signed student petitions, letters of recommendation, ballots, and election tallies when results are <b>not</b> challenged</p> <p>Records of challenges to student government elections</p>

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**THE CITY UNIVERSITY OF NEW YORK: STUDENT AFFAIRS - OFFICE OF THE ASSISTANT DEAN**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
AAAD-1	Conference/Workshop Records	<p>Contracts</p> <p>Significant correspondence</p> <p>Training materials, invitations, sign-in sheets, planning records and other supporting documentation</p> <p>Official copy of any program or promotional literature</p> <p>Public facility use records, including but not limited to requests, routine correspondence, fiscal records, audio-visual equipment, and authorizations</p>
AAAD-2	Meeting Records--Official Minutes	Meeting minutes, including all records accepted as part of minutes
AAAD-3	Meeting Records--Supporting Documentation	Meeting files, including agendas, background materials, and other documents distributed at meetings
AAAD-4	Grant Program Files	Applications, proposals, narratives, evaluations, reports for grants awarded; including background materials, fiscal records and supporting documentation for grants awarded or not awarded

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**THE CITY UNIVERSITY OF NEW YORK: STUDENT AFFAIRS - OFFICE OF THE ASSISTANT DEAN**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
AAAD-5	Reports--Significant	Reports containing substantial evidence of College or University policy, procedures, plans, or directions
AAAD-6	Reports--Routine	Reports where critical information is contained in other reports, reports that document internal management and housekeeping activities, or reports that contain <b>only</b> routine legal, fiscal, or administrative information
AAAD-7	Strategic Plans	Annual, special, or long-range planning records
AAAD-8	Postal Records	Related to legal notice or official notice to personnel or students, including returned mail
AAAD-9	Correspondence--Significant	Incoming and outgoing correspondence <b>not</b> included in subject files which documents significant subjects, events, policy decisions, or program development processes
AAAD-10	Correspondence--Routine	Incoming and outgoing correspondence <b>not</b> included in subject files which documents routine administrative matters
AAAD-11	Correspondence--Other	Incoming and outgoing correspondence <b>not</b> included in subject files which is of no fiscal, legal, or administrative value
AAAD-12	Executive Office Files--Significant Content	Correspondence, memoranda, reports, and other records dealing with significant subjects, events, policy decisions, program development

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**THE CITY UNIVERSITY OF NEW YORK: STUDENT AFFAIRS - OFFICE OF THE ASSISTANT DEAN**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
AAAD-13	Executive Office Files-- Routine Content	Correspondence, memoranda, reports, and other records dealing with routine administrative matters
AAAD-14	Executive Office Files-- Other Content	Correspondence, memoranda, reports, and other records which have no fiscal, legal, or administrative value

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**THE CITY UNIVERSITY OF NEW YORK: STUDENT AFFAIRS - OFFICE OF THE EXECUTIVE VICE CHANCELLOR**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
AAVC-1	Meeting Records	Meeting minutes, including all records accepted as part of minutes, such as agendas, background materials, ballots, and other documents distributed at meetings
AAVC-2	Policy Documents	Involving major procedures, policies, or standards affecting college or University operations, critical functions, or issues of public visibility or concern
AAVC-3	Resumes--Unsolicited	Not related to any advertised or available position

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**THE CITY UNIVERSITY OF NEW YORK: STUDENT AFFAIRS - OFFICE OF THE EXECUTIVE VICE CHANCELLOR**

Item Code	Record Series Title	Subject Matter
AAVC-4	Budget Records	<p>Budget preparation file for budget request or estimate submitted by department head, including but not limited to the preliminary or tentative budget, budget appropriation and staffing requests, estimates of revenues or expenditures, narrative of services, budget message, budget hearing and review files and related records</p> <p>Monthly or quarterly status reports on allocations, receipts, expenditures, encumbrances, and unencumbered funds</p> <p>Budgetary change request and approval or denial for change in approved budget, including but not limited to transfer of funds from one budget item to another, overtime authorization, or request for supplemental funds</p> <p>Copies of other budgets received and maintained for informational purposes</p>
AAVC-5	Correspondence-- Significant	Incoming and outgoing correspondence <b>not</b> included in subject files which documents significant subjects, events, policy decisions, or program development processes
AAVC-6	Correspondence--Routine	Incoming and outgoing correspondence <b>not</b> included in subject files which documents routine administrative matters

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**THE CITY UNIVERSITY OF NEW YORK: STUDENT AFFAIRS - OFFICE OF THE EXECUTIVE VICE CHANCELLOR**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
AAVC-7	Correspondence--Other	Incoming and outgoing correspondence <b>not</b> included in subject files which is of no fiscal, legal, or administrative value
AAVC-8	Executive Office Files-- Significant Content	Correspondence, memoranda, reports, and other records dealing with significant subjects, events, policy decisions, program development
AAVC-9	Executive Office Files-- Routine Content	Correspondence, memoranda, reports, and other records dealing with routine administrative matters
AAVC-10	Executive Office Files-- Other Content	Correspondence, memoranda, reports, and other records which have no fiscal, legal, or administrative value
AAVC-11	Scholarship Records	Individual scholarship file, including but not limited to applications, list of eligible candidates, list of competition winners and alternates, recommendations, authorization of awards, financial statements, accounting data, reports, and correspondence  List of scholarships awarded students
AAVC-12	Student Advocacy Referrals	Student complaint records, including but not limited to complaint, investigative records, hearing proceedings, decision rendered, student appeal, final decision, and correspondence
AAVC-13	Student Government Election Records	University Student Senate election records, including but not limited to official copies of guidelines, petition to run, signed student petitions, letters of recommendation, ballots, and election tallies

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**THE CITY UNIVERSITY OF NEW YORK: STUDENT AFFAIRS - SPECIAL PROJECTS**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
AASP-1	Correspondence/ Subject Files--Significant Content	Correspondence, memoranda, reports, and other records dealing with significant subjects, events, policy decisions, program development
AASP-2	Correspondence/ Subject Files--Routine Content	Correspondence, memoranda, reports, and other records dealing with routine administrative matters
AASP-3	Correspondence/ Subject Files--Other Content	Correspondence, memoranda, reports, and other records which have no fiscal, legal, or administrative value
AASP-4	Grant Program Files	Applications, proposals, narratives, evaluations, reports for grants awarded; including background materials, fiscal records and supporting documentation for grants awarded or not awarded
AASP-5	Voter Registration Records	SBOE Agency-Based Registration Transmittal Forms, including Declination Forms  Monthly NVRA Transaction Reports
AASP-6	Reports--Significant	Reports containing substantial evidence of College or University policy, procedures, plans, or directions, including grant related final reports
AASP-7	Reports--Routine	Reports where critical information is contained in other reports, reports that document internal management and housekeeping activities, or reports that contain <b>only</b> routine legal, fiscal, or administrative information

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**THE CITY UNIVERSITY OF NEW YORK: UNIVERSITY RELATIONS - GOVERNMENT RELATIONS**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
URGR-1	Meeting Records-Minutes	For departmental and committee meetings, including all records accepted as part of minutes
URGR-2	Meeting Records-Supporting Documentation	Agendas, documents distributed at meetings, background material
URGR-3	Policy Documents	<p>Documents created by CUNY and involving major procedures, policies, or standards affecting college or University operations, critical functions, or issues of public visibility or concern</p> <p>Documents created by CUNY and involving routine day-to-day procedures, policies, or standards pertaining to internal administration of a college or the University</p> <p>Documents created by outside entities and used for informational purposes only</p>

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**THE CITY UNIVERSITY OF NEW YORK: UNIVERSITY RELATIONS - GOVERNMENT RELATIONS**

Item Code	Record Series Title	Subject Matter
URGR-4	Event Files:  <i>Campus Events</i>  <i>Community Outreach Programs</i>  <i>Job Fairs</i>  <i>Other Events</i>	Significant correspondence  Routine correspondence  Official copy of any program or promotional literature  Background materials and supporting documentation, including but not limited to promotional materials, facility request and usage records, invitations, photographs, videos, lists of attendees, and food/beverage records  Certificates of insurance
URGR-5	Promotional Records-- Significant	Publications that contain significant information or substantial evidence of plans and directions for college or University activities, or publications where critical information is <b>not</b> contained in other publications or reports
URGR-6	Promotional Records-- Routine	Publications where critical information is also contained in other publications or reports, publications that document routine activities, publications that contain <b>only</b> routine information, or publications (such as web pages) that facilitate access to college or University information on the Internet

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**THE CITY UNIVERSITY OF NEW YORK: UNIVERSITY RELATIONS - GOVERNMENT RELATIONS**

Item Code	Record Series Title	Subject Matter
URGR-7	Government Relations Conferences	Special project or program files, including official copy of publications, videotapes, or informational literature prepared for public distribution, background materials, and supporting documentation
URGR-8	Constituent Request Files	Complaints, petitions, or requests relating to <b>other than</b> routine college or University services or activities  Complaints, petitions, or requests relating to routine college or University services or activities
URGR-9	Reports--Internal	Routine internal reports, reviews, and plans, used solely to disseminate information or for similar administrative purposes
URGR-10	Reports--Annual/Special	Annual, special, or final report, summary, review, or evaluation containing substantial evidence of college or University policy, procedures, plans, or directions
URGR-11	Reports--Routine	Reports where critical information is contained in other reports, reports that document internal management and housekeeping activities, or reports that contain <b>only</b> routine legal, fiscal, or administrative information
URGR-12	Photographs/ Videos/ Clippings	Media clippings, photographs or other visual media records created or collected by a college or the University that are <b>not</b> part of an item listed elsewhere in this Schedule, including background information on recurring subjects of media interest

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**THE CITY UNIVERSITY OF NEW YORK: UNIVERSITY RELATIONS - GOVERNMENT RELATIONS**

Item Code	Record Series Title	Subject Matter
URGR-13	Budget Records	<p>Budget preparation file for budget request or estimate submitted by department head, including but not limited to the preliminary or tentative budget, budget appropriation and staffing requests, estimates of revenues or expenditures, narrative of services, budget message, budget hearing and review files, and related records</p> <p>Monthly or quarterly status reports on allocations, receipts, expenditures, encumbrances, and unencumbered funds</p> <p>Budgetary change request and approval or denial for change in approved budget, including but not limited to transfer of funds from one budget item to another or request for supplemental funds</p> <p>Copies of other budgets received and maintained for informational purposes</p>
URGR-14	Correspondence-- Significant	Incoming and outgoing correspondence <b>not</b> included in subject files which documents significant subjects, events, policy decisions, or program development processes
URGR-15	Correspondence--Routine	Incoming and outgoing correspondence <b>not</b> included in subject files which documents routine administrative matters

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**THE CITY UNIVERSITY OF NEW YORK: UNIVERSITY RELATIONS - GOVERNMENT RELATIONS**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
URGR-16	Correspondence--Other	Incoming and outgoing correspondence <b>not</b> included in subject files which is of no fiscal, legal, or administrative value
URGR-17	Executive Office Files-- Significant Content	Correspondence, memoranda, reports, and other records dealing with significant subjects, events, policy decisions, program development
URGR-18	Executive Office Files-- Routine Content	Correspondence, memoranda, reports, and other records dealing with routine administrative matters
URGR-19	Executive Office Files-- Other Content	Correspondence, memoranda, reports, and other records which have no fiscal, legal, or administrative value
URGR-20	Lobbying Activity Records	Including but not limited to registration records, individual reporter designation records, and periodic reports of lobbying activity filed with New York Temporary State Commission on Lobbying
URGR-21	Space Requests	Public facility use file, including but not limited to requests, correspondence, fiscal records, and authorizations

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**THE CITY UNIVERSITY OF NEW YORK: UNIVERSITY RELATIONS - GOVERNMENT RELATIONS**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
URGR-22	Scholarship Records	Individual scholarship file, including but not limited to applications, list of eligible candidates, list of competition winners and alternates, recommendations, authorization of awards, financial statements, accounting data, reports, and correspondence  List of scholarships awarded students

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**THE CITY UNIVERSITY OF NEW YORK:  
UNIVERSITY RELATIONS - MEDIA RELATIONS & PUBLIC INFORMATION**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
URM-1	Independent Contractor Records	Official copies of records for Independent Contractors hired by the department, including but not limited to biographical and contact information, when records are <b>not</b> held by Human Resources
URM-2	Public Relations Files-- Significant	Publications that contain significant information or substantial evidence of plans and directions for college or University activities, or publications where critical information is <b>not</b> contained in other publications or reports
URM-3	Public Relations Files-- Routine	Publications where critical information is also contained in other publications or reports, publications that document routine activities, publications that contain <b>only</b> routine information, or publications (such as web pages) that facilitate access to college or University information on the Internet
URM-4	Conferences/Boot Camp	Records of Media Conferences, Boot Camp, and other programs run by or for the department, including but not limited to registration forms, sign-in sheets, instructional materials, food service records, and any other supporting documentation  Official copy of any program or promotional literature

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**THE CITY UNIVERSITY OF NEW YORK:  
UNIVERSITY RELATIONS - MEDIA RELATIONS & PUBLIC INFORMATION**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
URM-5	Television Records	<p>Videotape (or other information storage device) recording a college or University public access television program, where program is produced by the college or the University and the program constitutes an important public meeting, significant event, or important subject, or documents college or University policy-making</p> <p>Where program is produced by a college or the University and the program constitutes a routine meeting, event, or subject</p> <p>Videotape (or other information storage device) recording a college or University public access television program, where program is aired but <b>not</b> produced by the college or the University</p> <p>Viewer guide or other periodic listing of programs</p> <p>Program files on college or University cable television programs</p>
URM-6	Photographs/ Clippings	Media clippings, photographs or other visual media records created or collected by a college or the University that are <b>not</b> part of an item listed elsewhere in this Schedule, including background information on recurring subjects of media interest

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**THE CITY UNIVERSITY OF NEW YORK:  
UNIVERSITY RELATIONS - MEDIA RELATIONS & PUBLIC INFORMATION**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
URM-7	Correspondence-- Significant	Incoming and outgoing correspondence <b>not</b> included in subject files which documents significant subjects, events, policy decisions, or program development processes
URM-8	Correspondence--Routine	Incoming and outgoing correspondence <b>not</b> included in subject files which documents routine administrative matters
URM-9	Correspondence--Other	Incoming and outgoing correspondence <b>not</b> included in subject files which is of no fiscal, legal, or administrative value
URM-10	Executive Office Files-- Significant Content	Correspondence, memoranda, reports, and other records dealing with significant subjects, events, policy decisions, program development
URM-11	Executive Office Files-- Routine Content	Correspondence, memoranda, reports, and other records dealing with routine administrative matters
URM-12	Executive Office Files-- Other Content	Correspondence, memoranda, reports, and other records which have no fiscal, legal, or administrative value
URM-13	Credit Card Records	Credit card records documenting charges on CUNY credit cards
URM-14	Internship Records	Records pertaining to participants in internship programs, including but not limited to biographical and contact information, applications, stipend information, resumes, and writing samples

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**THE CITY UNIVERSITY OF NEW YORK:  
UNIVERSITY RELATIONS - MEDIA RELATIONS & PUBLIC INFORMATION**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
URM-15	Murray Kempton Awards	Background and supporting documentation, including but not limited to applications, list of eligible candidates, list of winners and alternates, recommendations, authorization of awards, financial statements, accounting data, reports, and correspondence  List of Award recipients

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**THE CITY UNIVERSITY OF NEW YORK: UNIVERSITY RELATIONS - OFFICE OF THE VICE CHANCELLOR**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
URVC-1	Resumes--Unsolicited	Not related to any advertised or available position
URVC-2	Calendar	Documents, notes, appointment records, and other items prepared and maintained for the Vice Chancellor's schedule
URVC-3	Correspondence--Significant	Incoming and outgoing correspondence <b>not</b> included in subject files which documents significant subjects, events, policy decisions, or program development processes
URVC-4	Correspondence--Routine	Incoming and outgoing correspondence <b>not</b> included in subject files which documents routine administrative matters
URVC-5	Correspondence--Other	Incoming and outgoing correspondence <b>not</b> included in subject files which is of no fiscal, legal, or administrative value
URVC-6	Executive Office Files--Significant Content	Correspondence, memoranda, reports, and other records dealing with significant subjects, events, policy decisions, program development
URVC-7	Executive Office Files--Routine Content	Correspondence, memoranda, reports, and other records dealing with routine administrative matters
URVC-8	Executive Office Files--Other Content	Correspondence, memoranda, reports, and other records which have no fiscal, legal, or administrative value
URVC-9	Executive Office Files--Biography Files	Internal records of past and present University executive level staff maintained to assist in requests from external media sources, as well as background information on media outlets and personnel

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**THE CITY UNIVERSITY OF NEW YORK: UNIVERSITY STUDENT SENATE (USS)**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
USS-1	Meeting Records	Meeting minutes, as well as agendas, background materials, and other documents distributed at meetings when documents are <b>not</b> read into the minutes  Meeting files, including agendas, background materials, and other documents distributed at meetings when documents are read into the minutes
USS-2	Policy Documents	Involving major procedures, policies, or standards affecting College or University operations, critical functions, or issues of public visibility or concern  Involving routine day-to-day procedures, policies, or standards pertaining to internal administration of the College
USS-3	Correspondence/ Subject Files- -Significant Content	Correspondence, memoranda, reports, and other records dealing with significant subjects, events, policy decisions, program development
USS-4	Correspondence/ Subject Files- -Routine Content	Correspondence, memoranda, reports, and other records dealing with routine administrative matters
USS-5	Correspondence/ Subject Files- -Other Content	Correspondence, memoranda, reports, and other records which have no fiscal, legal, or administrative value

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**THE CITY UNIVERSITY OF NEW YORK: UNIVERSITY STUDENT SENATE (USS)**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
USS-6	Publications	<p>Publications that contain significant information or substantial evidence of plans and directions for college or University activities, or publications where critical information is <b>not</b> contained in other publications or reports</p> <p>Publications where critical information is also contained in other publications or reports, publications that document routine activities, publications that contain <b>only</b> routine information, or publications such as web pages, brochures, and flyers</p>
USS-7	Newspaper Clippings	Copies of print or other visual media records collected by the University
USS-8	Photographs/Videos	Created by department for any purpose and are <b>not</b> part of an item listed elsewhere in the Schedule
USS-9	Stipend Records	<p>Master fiscal summary record of grants, awards, or gifts to students</p> <p>Detailed fiscal records of grants, awards, and gifts to students, <b>excluding</b> master summary record</p>

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**THE CITY UNIVERSITY OF NEW YORK: UNIVERSITY STUDENT SENATE (USS)**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
USS-10	Scholarship Records	Individual scholarship file, including but not limited to applications, list of eligible candidates, list of competition winners and alternates, recommendations, authorization of awards, financial statements, accounting data, reports, and correspondence  List of scholarships awarded students

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**THE CITY UNIVERSITY OF NEW YORK: WOMEN'S CENTERS**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
AAWS-1	Meeting Records--Minutes	Official copies of meeting minutes, including all records accepted as part of minutes
AAWS-2	Meeting Records-- Supporting Documentation	Agendas, documents distributed at meetings, background material
AAWS-3	Policy/Procedural Documents	Involving major procedures, policies, or standards affecting college or University operations, critical functions, or issues of public visibility or concern
AAWS-4	Correspondence/Subject Files--Significant Content	Correspondence, memoranda, reports, and other records dealing with significant subjects, events, policy decisions, program development
AAWS-5	Correspondence/Subject Files--Routine Content	Correspondence, memoranda, reports, and other records dealing with routine administrative matters
AAWS-6	Correspondence/Subject Files--Other Content	Correspondence, memoranda, reports, and other records which have no fiscal, legal, or administrative value
AAWS-7	Internal Information Records	Lists, logs, inventories, flow charts, or other records created by department for administrative convenience and not covered elsewhere

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**THE CITY UNIVERSITY OF NEW YORK: WOMEN'S CENTERS**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
AAWS-8	External Information Records	Unsolicited items <b>not</b> covered in other parts of this schedule, including but not limited to brochures, informational materials, catalogs and related public relations information received from other academic, vocational, or educational institutions, and other promotional materials <b>not</b> produced by or for the department
AAWS-9	Career Fairs	Career placement records, including but not limited to records of on-campus visits and interviews, job fairs, employer information sessions, and job searches, but <b>not</b> including individual student counseling records

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**THE CITY UNIVERSITY OF NEW YORK: WORKFORCE DIVERSITY & COMPLIANCE PROGRAMS**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
AF-1	Policy Manuals	Manuals involving major procedures, policies, or standards affecting college or University operations, critical functions, or issues of public visibility or concern
AF-2	Departmental Publications	<p>Publications that contain significant information or substantial evidence of plans and directions for college or University activities, or publications where critical information is <b>not</b> contained in other publications or reports</p> <p>Publications where critical information is also contained in other publications or reports, publications that document routine activities, publications that contain only routine information, or publications (such as web pages) that facilitate access to college or University information on the Internet</p>
AF-3	Investigation Files	For affirmative action complaints and related matters, including cases for which investigation was conducted
AF-4	Affirmative Action Summary Records	Summary record for individual case and/or master summary record of all cases

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**THE CITY UNIVERSITY OF NEW YORK: WORKFORCE DIVERSITY & COMPLIANCE PROGRAMS**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
AF-5	Affirmative Action Reports	<p>Annual, long-term, or special (narrative or statistical) reports, goals, and achievements, including but not limited to the Integrated Postsecondary Education Data System (IPEDS) report relating to ethnic, racial, gender, position, and salary composition of the workforce</p> <p>Periodic reports, statistics, and other records used in compiling annual, long-term, or special (narrative or statistical) reports, goals, and achievements</p>
AF-6	Search Records	Recruitment, hiring, interview, and selection records, including but not limited to resumes, correspondence, reports, selection criteria, interview notes, background check records, rating and ranking forms, evaluations, and other records pertaining to the hiring, promotion, demotion, transfer, layoff, and termination of employees
AF-7	Freedom of Information Records Request File	<p>Request for access to public records and response, when request is granted</p> <p>Request for access to public records, when request is denied, including statement of denial, appeal records, documentation of review and decision</p>

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**THE CITY UNIVERSITY OF NEW YORK: WORKFORCE DIVERSITY & COMPLIANCE PROGRAMS**

<b>Item Code</b>	<b>Record Series Title</b>	<b>Subject Matter</b>
AF-8	ADA Complaint Files-- Individual Complaints	<p>Individual complaint records filed under the provisions of the Americans with Disabilities Act (ADA), Rehabilitation Act of 1973 as amended, or similar state/federal laws, regulations, or requirements, 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, when complaint or request is filed by a student, officer, or employee of the college involved or the University</p> <p>When complaint or request is filed by person <b>other than</b> a student, officer, or employee of the college involved or the University</p>
AF-9	ADA Complaint Files-- Master Summary Record	Master summary record of all complaints under the Americans with Disabilities Act (ADA), Rehabilitation Act of 1973 as amended, or similar state/federal laws, regulations, or requirements

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