

STATE UNIVERSITY OF NEW YORK RECORDS RETENTION AND DISPOSITION SCHEDULE

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NOTE: Paper records may be destroyed after scanning or microfilming, with digital and microfilm versions replacing the original for retention purposes.

Record	RDA Number	Content	Minimum Retention	Notes	Reason for Proposed Time
1. General Files	22219	General subject and correspondence files concerning legal issues affecting State University of New York	20 years after end of calendar year		Sufficient to meet administrative operational needs.
2. Claims Files	22220	Notices of Intention, records of pending and closed claims cases brought against State University of New York in the Court of Claims.	10 years after case closure or expiration of limitations period.	Transfer inactive files to closed claim area or warehouse, as appropriate.	Sufficient to meet administrative operational needs.
3. Legislation Files	22221	Records concerning the development and review of legislation pertinent to State University of New York or higher educational issues.	15 years after end of calendar year.		Sufficient to meet administrative operational needs.
4. System Administration / Campus / Community College Files	22222	Subject and correspondence concerning legal issues affecting State University of New York's System Administration, campuses or community colleges. Records arranged in	20 years after end of calendar year except destroy records in: Affiliation Agreements (10		Sufficient to meet administrative operational needs.

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		<p>three sets of files (for System Administration, the campuses, and the community colleges). Within each of these three sets, records are arranged using a common set of file categories (affiliation agreements, contracts, federal grants, finances, lawsuits, liens, permits, property, students, tuition, estates, etc.)</p>	<p>years), Contracts (10 years from contract termination), Funding Formula (5 years), Lawsuits and Personnel (10 years from case closure except retain permanently any files of significance), Letterbooks/Mail Logs (10 years), Leases and Permits (10 years), Students (15 years), Capital Construction (30 years from bond issuance), Establishment/Development (retain permanently), Estates (retain permanently) and Master Plan (retain permanently).</p>		
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