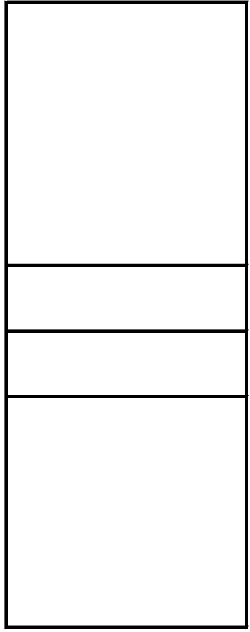


Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Indicative Protective Marking	Notes	Secondary Reference
CM1	Communications							
CM1.1	Community Noticeboard							
CM1.1.1	Posters for Community Noticeboard		Retain until removed from display.	Offer to Archives	N	NOT PROTECTIVELY MARKED		
CM1.2	Publications							
CM1.2.1	News and Information Releases		Retain indefinitely unless containing personal information in which case from year records created for six years	Offer to Archives	N	NOT PROTECTIVELY MARKED		
CM1.2.2	Official Publications regarding the council and surrounding area		Indefinite	Offer to Archives	N	NOT PROTECTIVELY MARKED		
CM1.3	Media and Publicity Protocols							
CM1.3.1	Management of media and publicity protocols		Retain from expiration date of policy/protocol for 3 years	SECURE DISPOSAL	N	OFFICIAL		
CM2	Web Development							
CM2.1	Accessibility							

CM2.1.2	Accessibility records		Retain until no longer required	SECURE DISPOSAL	Y	OFFICIAL	Personal data kept on the basis of consent, until consent is withdrawn or data becomes invalid	
CM3 Internal Operations								
CM3.1 Service Delivery Consultation								
CM3.1.1	Consultations concerning service delivery		Retain from year records created for 6 years	Offer to Archives	N	OFFICIAL	Communications offers support to all areas. All other documentation held in specific services	All Services



Y OFFICIAL
N OFFICIAL - SENSITIVE
NOT PROTECTIVELY MARKED