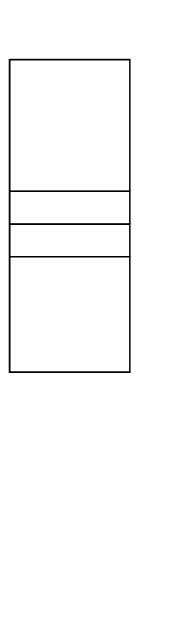
Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Indicative Protective Marking	Notes	Secondary Reference
CM1	Communications							
CM1.1	Community Noticeboard							
CM1.1.1	Posters for Community Noticeboard		Retain until removed from display.	Offer to Archives	N	NOT PROTECTIVELY MARKED		
CM1.2	Publications							
CM1.2.1	News and Information Releases  Official Publications		Retain indefinitely unless containing personal information in which case from year records created for six years Indefinite	Offer to Archives		NOT PROTECTIVELY MARKED  NOT PROTECTIVELY		
	regarding the council and surrounding area					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 Developmen	it						
CM2.1	Accessibility							

CM2.1.2	Accessibility records		SECURE DISPOSAL	Υ	OFFICIAL	Personal data kept on the basis of consent, until consent is withdrawn or data becomes invalid	
СМЗ	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

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Y OFFICIAL

N OFFICIAL - SENSITIVE
NOT PROTECTIVELY MARKED