

Function – Press, Marketing and External Engagement (v1 June 2019)

Responsible Person – Head of Corporate Communications and Engagement

	Type of Records	RETENTION PERIOD	DISPOSAL ACTION	Notes (for example statutory reason for specified retention period)
1	Communications strategy	Until the strategy is superseded + 7 years	Archive	
2	Communications plans	7 years from the execution of the communications plan	Archive	
3	Records relating to internal communications activity (including employee announcements)	7 years from publication	Destroy	
4	Press releases	Issue +5 years	Archive	
5	Media enquiries, the handling of these enquiries and responses provided.	Last action on enquiry +5 years	Archive	
6	Records of media contacts.	Hold for as long as needed, to be annually updated.	Destroy	.
7	Records of the planning and organisation of media briefings and interviews transcripts	Last action on briefing +5 years	Archive	
8	Records of monitoring and analysing media coverage e.g. press cuttings	Creation +5 years	Archive	
9	Records of the planning, administration and impact/results of public events	Completion of event +3 years	Destroy	
10	Records of negotiating corporate sponsorship of public events by the University	End of sponsor relationship +5 years	Archive	

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11	Records of the design of the University's corporate identity marks (logos etc)	While current	Archive	
12	Records of the process and donations to third parties	Last action on donation +6 years	Archive	
13	Records of general communications with external bodies	Current year +2 years	Archive	
14	Publications	While current +4 years	Archive	
15	Records of establishing and maintaining corporate or individual (institutionally-funded) membership of professional organisations and other organisations in the HE sector	Renewal/ end of membership +1 year	Destroy	
16	Records of official representation on committees of professional and other organisations in the sector	Organisation membership end	Destroy	
17	Records of the design and conduct of surveys, responses and results	Completion of survey +3 years	Archive	
18	Survey individual responses	Completion of analysis of survey responses	Destroy	
19	Enquiries or feedback from members of the public and the responses provided	Last action on enquiry +1 year	Weed & Archive	