

RECORDS RETENTION SCHEDULE: COMMUNICATIONS

Office of Record (OFR)	Record No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
COMMUNICATIONS								
Communic.	COMM-001	Articles	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	COMM-002	City Publications / Completed Graphic Design Projects - WITH SIGNIFICANT HISTORICAL VALUE	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; The Customer (Lead Department) is responsible for retaining the final record for it's retention period; GC §34090
Lead Dept.	COMM-003	City Publications / Graphic Design Projects	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; The Customer (Lead Department) is responsible for retaining the final record for it's retention period; GC §34090
Lead Dept.	COMM-004	Newspaper Clippings / Media Clippings	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records - may be obtained from the newspaper company; GC §34090
Lead Dept.	COMM-005	Photographs	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts (retention is placed on the final record in which the photograph is published in, if any); destroy unnecessary photographs. GC §34090
Communic.	COMM-006	Press Releases (excludes Police / Fire, which can issue their own)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	COMM-007	Videos - Educational, Promotional	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; The Customer (Lead Department) is responsible for retaining the final record for it's retention period; GC §34090