

Retention Schedule - Finance, Housing & Community - Media & Communications

May 2018

Note: This Retention Schedule applies to all data held in any format (i.e. paper, electronic, microfiche etc)

| Service | Function | Document Description | Retention Period |
|------------------------------|-----------------|-----------------------------|-------------------------|
| Finance, Housing & Community | Media and comms | DDC News | Indefinite |
| Finance, Housing & Community | Media and comms | Press enquiries | 1 Year |
| Finance, Housing & Community | Media and comms | Press Releases | 1 Year |