

Surrey County Council Communications Retention Schedule

Ref No	Description	Legal Basis	Retention	Action at End of Retention	Contains Personal Information	Protectively Marked?	Notes/Access
<b>COM1.0</b>	<b>Public Relations</b>	-	-	-	-	-	-
COM1.0.1	All records relating to the receipt of gifts or corporate hospitality	Limitation Act 1980 (Section 2)	Financial year of receipt + 6 years	Secure Disposal	Yes	Not Protectively Marked	-
COM1.0.2	Information relating to the creation and publication of radio and press advertisements	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	Offer to Archives	No	Not Protectively Marked	-
COM1.0.3	Leaflets, flyers, posters, newsletters	-	Whilst operational	Offer to Archives	No	Not Protectively Marked	-
COM1.0.4	Information about exhibitions and roadshows	-	Date of exhibition or road show + 6 years	Offer to Archives	No	Not Protectively Marked	-
COM1.0.5	Marketing plans for individual directorates and services	-	Whilst operational	Offer to Archives	No	Not Protectively Marked	-
COM1.0.6	Press releases other publicity material	-	Current year + 2 years then review	Offer to Archives	No	Not Protectively Marked	-
COM1.0.7	Permission to publish photographs taken at SCC events - a copy should be stored with the photograph	Data Protection Act 2018	Life of the photograph	Secure Disposal	Yes	Official	-
COM1.0.8	Parental permission slips for photographs taken of children to publicise SCC events	-	Date of birth of child + 16 years or the life of the photograph whichever is the longer	Secure Disposal	Yes	Official	-
COM1.0.9	Internal Communications:	-	Current Year plus 12 months	Secure Disposal	No	-	-
COM1.0.10	Records relating to the development, implementation and monitoring of each campaign or marketing plan	-	Current Year plus 3 years then review	Secure Disposal	No	-	-