

Glasgow Caledonian University			
Records Retention Schedule	Communications		
Approved by	Chris Fitzgerald on behalf of Seonag Mackinnon	Date	August 2018
Review Date	August 2020	Version	V0.3

Functions:

<ul style="list-style-type: none"> Internal Communications Page 1 	<ul style="list-style-type: none"> External Communications Page 2
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Code	Record series	Examples of records	Retention Trigger	Department Action	Records Centre (if used)	Retention Action (Total)	Notes/Citation
Comms 1	Internal Communications						
Comms 1.1	COMMUNICATIONS - Internal: Caledonian Magazine	Caledonian Magazine	At the time of publication.	Hard copy to Archives on publication. Copy held in	n/a	Hard copy (Master) to Archives at the time of	No longer being produced. Date of last publication: April

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				office maximum 5 years then recycled or deleted		publishing	2017
Comms 1.2	COMMUNICATIONS - Internal: Caledonian Connected	Caledonian Connected, All staff emails sent by Communications; Student e-newsletter	Three years after publication	Electronic record 3 years in Department	n/a	Electronic copies to Archives, sent at the end of every quarter	Archive version to be held in Department until Digital Archive set up.
Comms 1.3	COMMUNICATIONS - Internal: Installation and graduation brochures	Chancellor's installation brochure; graduation brochures	At the time of publication.	Hard copy to Archives on publication. Copy held in office maximum 5 years then recycled or deleted	n/a	Hard copy (Master) to Archives at the time of publishing	Communications involved in creating copy for brochure, but designed and owned by Marketing
Comms 2	External Communications						
Comms 2.1	COMMUNICATIONS - External: Stakeholder communications Annual Review	Annual Review	5 years after publication	Copies retained by Department for reference (maximum 5 years)	n/a	Paper recycling or deleted after 5 years. Copy to Archives	Annual review moved to online publication in 2017. Archive version to be held in Department until Digital Archive set up.
Comms 2.2	COMMUNICATIONS - External: Commissioning Photography	Photographs (electronic)	All photos filed in 'IMAGES for tagging' folder in shared drive Z:\	Electronic record. Retain Master in Department for Life of Institution	n/a	Held in Department for life of Institution	Digital Asset Officer, from the Marketing team is currently

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			(Marketing and PDS)				working to create a Digital Asset Library that will be accessible to whole University
Comms 2.3	COMMUNICATIONS - External: Media Relations	Press releases - electronic	Ten years after publication	Retain in Department for reference (maximum ten years) then delete	n/a	All releases should be preserved for archive, send at end of every quarter	Archive version to be held in Department until Digital Archive set up.