

Classification and Retention of University Records

Reference	Description	Retention Period	Citation	Notes
D09.01	Media Relations Communication Management			
D09.01.01	The institutions media contacts	Superseded	Institutional Business Requirement	
D09.01.02	The planning and organisation of media briefings	Date of briefing + 1 year	Institutional Business Requirement	
D09.01.03	Transcripts of media briefings	Date of briefing + 5 year	Institutional Business Requirement	
D09.01.04	The planning and organisation of media interviews	Date of interview + 1 year	Institutional Business Requirement	
D09.01.05	Press releases	Current year + 5 years	Institutional Business Requirement	Review for archival value
D09.01.06	Media enquiries, the internal handling of these enquiries and responses provided	Last action on enquiry + 3 years	Institutional Business Requirement	
D09.01.07	The monitoring and analysis of media coverage of the institution	Current year + 5 years	Institutional Business Requirement	Review for archival value