

Service name	Records description	Legislation name	Retain permanently	Start event	Retention period (years)	Retention period (months)	Retain until
Civic events	All records relating to the management of civic events		FALSE	Year records created	6	0	
Civic events	All records relating to the process of organising a ceremonial event or civic occasions		TRUE	Creation of records	Permanent	Permanent	
Civic events	All records relating to the recording of ceremonial events and civic occasions - Visitor's book, Photographs, Weekly engagement list &quot;&quot;		TRUE	Creation of records	Permanent	Permanent	
Media and publicity protocols	All records relating to the creation and management of media and publicity protocols		FALSE	Date policy/protocol expires	3	0	
News and information releases	All records relating to the publication of the latest news and public information relevant to the local area.		FALSE	Year records created	3	0	
Publications	All records relating to the creation and publication of official publications about the council and the surrounding area.		FALSE	Date of first publication	0	0	When publication goes out of print
Civic buildings	Information about the location and opening hours of council offices. May also include information about public meetings and the availability of civic officials for queries.		FALSE	Year records created	1	0	
Civic recognition and awards	All records relating to the management of civic recognition and awards		FALSE	Year records created	10	0	
Town twinning	All records relating to twinning agreements with towns in one or more different countries in order to promote cultural understanding between the communities		FALSE	Date twinning arrangement commences	0	0	Retain until the date the twinning arrangement ends