

Records Inventory Worksheet

Department: **Public Affairs and Communications**

Date Completed: **December 19, 2011**

Time Period Covered: **March 2011 - present**

Completed by: **S. Beckhoff**

Subject of the Record	Brief Description	Location	Format	Retention/ Disposal	Status	Personnel Authorized to Access Record
Staff communications	e-Cast (weekly)	Intranet	electronic	Dispose after one calendar years	Complete	All
Staff communications	What's on your Mind? (monthly)	Intranet	electronic	Dispose after one calendar years	Complete	All
Media communications	Media advisories , releases (final, approved)	Internet (public site)	electronic	Dispose after two calendar years	Complete	All
Staff communications	All staff emails (final, approved)	Intranet	electronic	Dispose after one year	Complete	All
Communications Planning	Communication plans (final, approved)	Public Affairs and Communications	electronic	Dispose one year after project is finished OR Update living plan (e.g., emergency) and dispose of older plan	Complete	Senior Communications Specialist and internal clients
Communication contracts and advertising	Process and notes for selecting service providers for communications support Final approved copies	Public Affairs and Communications	electronic	Dispose after two years	Complete	Senior Communications Specialist
Staff communications	Posters, flyers	Intranet, Public Affairs, Print shop	electronic	Dispose after two 2 years or Dispose after update	Complete	All