

# **CITY COMMUNICATIONS**

## **BROCHURES AND NEWSLETTERS**

Includes City Connections newsletter and other items published through Public Affairs

Disposition: permanent - 1 copy

## **CABLE TV FILES**

Correspondence and other related documents concerning cable TV franchise and daily operation of cable channel

Active: retain while useful; but not more than 5 years

Disposition: destroy

## **CATV ADVISORY BOARD TRANSCRIPT FILE (obsolete record)**

Includes minutes, agendas, and annual rosters

Disposition: permanent

## **PHOTOGRAPHIC AND VIDEO MATERIALS**

Negatives, photo-prints, slides, films, digital prints, and videotapes that were used in official publications; return others to appropriate department

Active: 1 year

Disposition: destroy

### **State of the City Address Video**

Active: 7 years

Disposition: Retain until no longer useful, then contact the archives for appraisal, if not accepted for transfer to the archives then destroy

## **PRESS RELEASES**

Retain press releases about special events permanently. Retain all others as follows:

Active: 2 years

Disposition: destroy