



# GENERAL RETENTION AND DISPOSAL SCHEDULE: SUMMARY OF CHANGES

## Queensland State Archives

Includes changes from the *General retention and disposal schedule for administrative records* (QDAN249 v.7) and the *Transitory records and short term retention and disposal schedule* (QDAN720 v.2).

**Please note:** The purpose of the summary of changes document is to provide a guide for agencies to assist in linking a superseded schedule to a current schedule. It is recommended that you **always check that the records class description matches the records being sentenced** and take note of any criteria or exclusions which may have been added.

GRDS v7 Reference	New Reference	Description	Details of change
1	<b>COMMUNITY RELATIONS</b>		This function has merged with Government Relations and is now called External Relations.
1.1	<b>Celebrations</b>		Now part of Program and Event Management in External Relations.
1.1.1	1089	Honours, awards and prizes – other	This record class has been revised and the retention period has decreased to 5 years after business action completed.
1.1.2	1275	Routine communication	This record class is part of the Transitory and Short Term Records section. The retention period has changed to ‘until business action completed’.
1.2	<b>Ceremonies</b>		Now part of Program and Event Management in External Relations.

GRDS v7 Reference	New Reference	Description	Details of change
1.2.1	1085	Programs and events – significant	This record class has been revised and merged with other classes relating to celebrations and conferences. The retention period has not changed.
1.2.2	1268	Administrative arrangements	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
1.2.3	1268	Administrative arrangements	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
1.3	<b>Conferences</b>		Now part of Program and Event Management in External Relations.
1.3.1	1268	Administrative arrangements	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
1.3.2	1085	Programs and events – significant	This record class has been revised and merged with other classes relating to celebrations and conferences. The retention period has not changed.
1.3.3	1086	Programs and events – other	This record class has been revised and merged with other classes relating to celebrations and conferences. The retention period has increased to 5 years after business action completed.
1.3.4	1268	Administrative arrangements	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
1.3.5	1066	Addresses, presentations or speeches – other	This record class has been revised and reworded. The retention period has decreased to 2 years after business action completed.
1.4	<b>Donations</b>		The activity scope note has been reworded and has moved to External Relations.
1.4.1	1070	Gifts, donations and bequests – significant	This record class has been revised and reworded. The retention period has not changed.
1.4.2	1071	Gifts, donations and bequests – other	This record class has been revised and reworded. The retention period has not changed.
1.5	<b>Enquiries</b>		The activity title has changed to Enquiries and Reactions and has moved to

GRDS v7 Reference	New Reference	Description	Details of change
			External Relations.
1.5.1	1073	Enquiries, complaints and suggestions – investigations or legal significance	This record class has merged with GRDS v7 reference 1.10.1. The retention period has not changed.
1.5.2	1275	Routine communication	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
1.6	<b>Exhibitions</b>		The activity scope note has been reworded and has moved to External Relations.
1.6.1	1058	Exhibitions organised by an agency or with input from an agency – significant	This record class has been revised. The retention period has not changed.
1.6.2	1059	Exhibitions organised by an agency or with input from an agency – other	This record class has been revised. The retention period has increased to 3 years after business action completed.
1.6.3	1268	Administrative arrangements	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
1.7	<b>Liaison</b>		The activity scope note has been reworded and has moved to Common Activities.
1.7.1	1027	Liaison	This record class has been merged with other classes relating to liaison. The retention period has not changed.
1.7.2	1275	Routine communication	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
1.7.3	1081	Contact with lobbyists	This record class has been reworded and moved to External Relations. The retention period has not changed.
1.8	<b>Marketing - advertising</b>		The activity title has changed to Enquiries and Reactions and has moved to External Relations.

GRDS v7 Reference	New Reference	Description	Details of change
1.8.1	1083	Marketing campaigns – other	This record class has been revised and reworded and moved to External Relations. The retention period has not changed.
1.8.2	1268	Administrative arrangements	This record class is part of the Transitory and Short Term Records section. The retention period has changed to ‘until business action completed’.
1.8.3	1275	Routine communication	This record class is part of the Transitory and Short Term Records section. The retention period has changed to ‘until business action completed’.
1.8.4	1275	Routine communication	This record class is part of the Transitory and Short Term Records section. The retention period has changed to ‘until business action completed’.
1.8.5	1083	Marketing campaigns - other	This record class has been revised and reworded and moved to External Relations. The retention period has not changed.
1.9	<b>Media relations</b>		The activity scope note has been reworded and has moved to External Relations.
1.9.1	1084	Master set of agency media releases	This record class has been revised and moved to External Relations. The retention period and trigger has been changed to Permanent.
1.9.2	1271	Copies	This record class is part of the Transitory and Short Term Records section. The retention period has changed to ‘until business action completed’.
1.10	<b>Public reaction</b>		The activity title has changed to Enquiries and Reactions and has moved to External Relations.
1.10.1	1073	Enquiries, complaints and suggestions – investigations or legal significance	This record class has merged with GRDS v7 reference 1.5.1. The retention period has not changed.
1.10.2	1072	Enquiries, complaints and suggestions – significant	This record class has been revised and reworded. The retention period has not changed.
1.10.3	1074	Complaints – routine	This record class has been revised and split into two. The retention period has not changed for routine complaints.

GRDS v7 Reference	New Reference	Description	Details of change
	1275	Routine communication	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
1.11	<b>Reporting</b>		The activity scope note has been reworded and has moved to Common Activities.
1.11.1	1044	Reports – other	This record class has been revised and moved to Common Activities. The retention period has increased by 2 years to 7 years after business action completed.
1.11.2	1044	Reports – other	This record class has been revised and moved to Common Activities. The retention period has increased by 2 years to 7 years after business action completed.
2	<b>COMPENSATION</b>		The function scope note has been reworded and has moved to Common Activities.
2.1	<b>Claims</b>		The activity scope note has been reworded and has moved to Common Activities.
2.1.1	1159	Claims – other	This record class has been merged with GRDS v7 reference 2.1.3. The retention period has not changed.
2.1.2	1157	Claims – self-insurance scheme	The coverage of this record class remains unchanged from GRDS v.7. The retention period has increased to 55 years after settlement of claim.
2.1.3	1159	Claims – other	This record class has been merged with GRDS v7 reference 2.1.1. The retention period has not changed.
2.1.4	1158	Claims – involving minors	The title of this record class has been changed. The retention period has changed to when child reaches 27 years of age.
2.2	<b>Insurance</b>		This activity has been incorporated into the Agreements activity in Common Activities.
2.2.1	1004	Agreements and contracts – not under seal	This record class has been incorporated into Common Activities. The retention period has not changed.

GRDS v7 Reference	New Reference	Description	Details of change
3	<b>EQUIPMENT AND STORES</b>		This function has been incorporated into Asset Management.
3.1	<b>Acquisition</b>		This activity has been incorporated into the Moveable assets activity in Asset Management.
3.1.1	1004	Agreements and contracts – not under seal	The leasing of equipment from this record class in GRDS v.7 is incorporated into Common Activities. The retention period has increased to 7 years after the expiry or termination of the contract.
	1180	Moveable assets – other	The acquisition of equipment from this record class in GRDS v.7 is incorporated into Asset Management. The retention period has increased to 7 years after business action completed.
	1181	Moveable assets installation	The installation of equipment from this record in GRDS v.7 is incorporated into Asset Management. The trigger has changed to 5 years after business action completed.
	1186	Warranties and guarantees	This is a new record class. The retention and trigger has changed to until expiry or until item is disposed of, whichever is sooner.
3.1.2	1180	Moveable assets – other	The acquisition of stores from this record class is incorporated into Asset Management. The retention period has increased to 7 years after business action completed.
3.1.3	1187	Agency operating manuals	This record class has been reworded. The retention period has not changed.
3.2	<b>Allocation</b>		This activity is part of the Transitory and Short Term Records section.
3.2.1	1182	Moveable assets (allocation, distribution and use)	This record class is part of the Transitory and Short Term Records section. The retention period has changed to ‘until business action completed’.
3.3	<b>Disposal</b>		This activity has been incorporated into the Moveable assets activity in Asset Management.
3.3.1	1180	Moveable assets – other	This record class from GRDS v.7 has been incorporated into Moveable assets – other in Asset Management. The retention period has not

GRDS v7 Reference	New Reference	Description	Details of change
			changed.
3.3.2	1180	Moveable assets – other	This record class from GRDS v.7 has been incorporated into Moveable assets – other in Asset Management. The retention period has not changed.
3.4	<b>Distribution</b>		This activity is part of the Transitory and Short Term Records section.
3.4.1	1273	External reference information	This record class is part of the Transitory and Short Term Records section. The retention period has changed to ‘until business action completed’.
3.5	<b>Inventory</b>		This activity is part of the Transitory and Short Term Records section.
3.5.1	1274	Moveable assets controls and stocktakes	This record class is part of the Transitory and Short Term Records section. The retention period has changed to ‘until business action completed’.
3.6	<b>Leasing-out</b>		This activity has been incorporated into the Agreements activity in Common Activities.
3.6.1	1004	Agreements and contracts – not under seal	This record class has been incorporated into Common Activities. The retention period has increased to 7 years after the expiry or termination of the contract.
3.7	<b>Maintenance</b>		This activity has been incorporated into the Moveable assets activity in Asset Management.
3.7.1	1180	Moveable assets – other	This record class from GRDS v.7 has been incorporated into Moveable assets – other in Asset Management. The retention period has increased to 7 years after business action completed.
3.7.2	1182	Moveable assets (allocation, distribution and use)	This record class is part of the Transitory and Short Term Records section. The retention period has changed to ‘until business action completed’.
4	<b>FINANCIAL MANAGEMENT</b>		This function has not been fully reviewed.
4.1	<b>Accounting</b>		The activity scope note has been reworded.

GRDS v7 Reference	New Reference	Description	Details of change
4.1.1	1098	Financial records of Government Owned Corporations	The coverage of this record class remains unchanged from GRDS v.7.
4.1.2	1099	Asset and money management	This record class is a merger of a number of classes relating to general asset and money management. The retention period has not changed.
4.1.3	1101	Accountable forms	This record class has been merged with GRDS v7 reference 4.1.4 (accountable forms register). The retention period has not changed.
4.1.4	1101	Accountable forms	This record class has been merged with GRDS v7 reference 4.1.3 (accountable forms). The trigger has changed to 3 years after the financial year to which the records relate.
4.1.5	1097	Accounts – banking, loans and investments	This record class has been merged with loans and investments. The retention period has not changed.
4.1.6	1099	Asset and money management	This record class has been merged with a number of classes relating to general asset and money management. The retention period has not changed.
4.1.7	1099	Asset and money management	This record class has been merged with a number of classes relating to general asset and money management. The retention period has not changed and the trigger has changed to 'after financial year to which the records relate'.
4.1.8	1099	Asset and money management	This record class has been merged with a number of classes relating to general asset and money management. The retention period has not changed.
4.1.9	1099	Asset and money management	This record class has been merged with a number of classes relating to general asset and money management. The retention period has not changed and the trigger has changed to 'after the financial year to which the records relate'.
4.1.10	1099	Asset and money management	This record class has been merged with a number of classes relating to general asset and money management. The retention period has not



GRDS v7 Reference	New Reference	Description	Details of change
			changed and the trigger has changed to 'after the financial year to which the records relate'.
4.1.11	1099	Asset and money management	This record class has been merged with a number of classes relating to general asset and money management. The retention period has not changed.
4.1.12	1102	Cardholder data	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
4.1.13	1103	Sensitive authentication data	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'Do not store or capture, destroy received data immediately after transaction authorised'.
4.1.14	1099	Asset and money management	This record class has been merged with a number of classes relating to general asset and money management. The retention period has not changed and the trigger has changed to 'after the financial year to which the records relate'.
4.1.15	1099	Asset and money management	This record class has been merged with a number of classes relating to general asset and money management. The retention period has not changed.
4.1.16	1099	Asset and money management	This record class has been merged with a number of classes relating to general asset and money management. The retention period has not changed.
4.1.17	1100	Taxation	The coverage of this record class remains unchanged from GRDS v.7. The retention period has not changed and the trigger has been changed to 'after business action completed'.
4.2	<b>Advice</b>		This activity has been incorporated into Common Activities.
4.2.1	1001	Advice – other	This record class has been incorporated into Common Activities. The retention period has not changed and the trigger has been changed to 'after business action completed'.

GRDS v7 Reference	New Reference	Description	Details of change
4.3	<b>Agreements</b>		This activity has been incorporated into Common Activities.
4.3.1	1004	Agreements and contracts – not under seal	This record class has been incorporated into Common Activities. The retention period has not changed.
4.4	<b>Allocation</b>		This activity has been incorporated into Budgeting in Financial Management.
4.4.1	1106	Budget	This record class from GRDS v.7 has been merged with Budget records in Financial Management. The retention period has increased from 3 years to 7 years.
4.5	<b>Asset register</b>		This activity has been incorporated into Accounting in Financial Management.
4.5.1	1099	Asset and money management	This record class has been merged with a number of classes relating to general asset and money management. The retention period has not changed and the trigger has changed to 'after the financial year to which the records relate'.
4.5.2	1099	Asset and money management	This record class has been merged with a number of classes relating to general asset and money management. The retention period has not changed.
4.6	<b>Audit</b>		This activity has been incorporated into Common Activities.
4.6.1	1008	Audits – other	This record class has been incorporated into Common Activities. The retention period has not changed and the trigger has changed to 'after business action completed'.
4.6.2	1008	Audits – other	This record class has been incorporated into Common Activities. The retention period has not changed and the trigger has changed to 'after business action completed'.
4.6.3	1008	Audits – other	This record class has been incorporated into Common Activities. The retention period has not changed and the trigger has changed to 'after

GRDS v7 Reference	New Reference	Description	Details of change
			business action completed’.
4.7	<b>Authorisation</b>		Part of this activity have been incorporated into the Authorisations activity in Common Activities.
4.7.1	1011	Delegations – other staff	This record class has been incorporated into Common Activities. The retention period has not changed and the trigger has changed to ‘after authorisation ceases’.
4.7.2	1011	Delegations – other staff	This record class has been incorporated into Common Activities. The retention period has not changed and the trigger has changed to ‘after authorisation ceases’.
4.7.3	1099	Asset and money management	This record class has been merged with a number of classes relating to general asset and money management. The retention period has not changed and the trigger has changed to ‘after the financial year to which the records relate’.
4.7.4	1105	Statutory body financial approvals	This record class has been merged with GRDS v7 reference 4.7.5 (statutory body approvals register) in Financial Management. The retention period has not changed and the trigger has changed to ‘after business action completed’.
4.7.5	1105	Statutory body financial approvals	This record class has been merged with GRDS v7 reference 4.7.4 (statutory body financials approvals) in Financial Management. The retention period has not changed and the trigger has changed to ‘after business action completed’.
4.8	<b>Budgeting</b>		The activity scope note has been reworded.
4.8.1	1106	Budget	This record class is a merger of fund allocation and budget records in Financial Management. The retention period has increased to 7 years after the financial year to which the records relate.
4.9	<b>Committees</b>		This activity has been incorporated into Common Activities.

GRDS v7 Reference	New Reference	Description	Details of change
4.9.1	1015	Committees – other	This record class from GRDS v.7 has been merged into Common Activities. The retention period has not changed and the trigger has changed to ‘after business action completed’.
4.9.2	1268	Administrative arrangements	This record class is part of the Transitory and Short Term Records section. The retention period has changed to ‘until business action completed’.
4.10	<b>Compliance</b>		This activity has been incorporated into Common Activities.
4.10.1	1116	Financial registration	This record class has been moved to a new activity – Registration – under Financial Management. The retention period has not changed.
4.10.2	1018	Compliance exemptions	This record class has been incorporated into Common Activities. The retention period has not changed.
4.10.3	1018	Compliance exemptions	This record class has been incorporated into Common Activities. The retention period has not changed.
4.10.4	1018	Compliance exemptions	This record class has been incorporated into Common Activities. The retention period has not changed and the trigger has changed to ‘after expiry or refusal of exemption’.
4.11	<b>Contracting-out</b>		This activity has been incorporated into the Agreements activity in Common Activities.
4.11.1	1003	Agreements and contracts – under seal	This record class has been revised and moved to Common Activities. The retention period has not changed.
4.11.2	1004	Agreements and contracts – not under seal	This record class has been incorporated into Common Activities. The retention period has not changed.
4.11.3	1006	Agreements and contracts register	This record class has been incorporated into Common Activities. The retention period has not changed.
4.12	<b>Corruption</b>		This activity has been renamed to Corruption prevention and detection and has been moved to Common Activities.

GRDS v7 Reference	New Reference	Description	Details of change
4.12.1	1021	Corruption cases – significant	The coverage of this record class remains unchanged from GRDS v.7. The retention period has not changed.
4.12.2	1022	Corruption cases – other	The coverage of this record class remains unchanged from GRDS v.7. The retention period has not changed and the trigger has changed to ‘after business action completed’.
4.13	<b>Disposal</b>		This activity has been renamed as Legacy financial records.
4.13.1	1108	Register of destroyed financial information	The coverage of this record class remains unchanged from GRDS v.7. The retention period has not changed and the trigger has changed to ‘after business action completed’.
4.13.2	1109	Register of reproduced financial information	The coverage of this record class remains unchanged from GRDS v.7. The retention period has not changed and the trigger has changed to ‘after business action completed’.
4.14	<b>Donations</b>		This activity has been incorporated into Accounting in Financial Management.
4.14.1	1099	Asset and money management	This record class has been merged with a number of classes relating to general asset and money management. The retention period has not changed and the trigger has changed to ‘after the financial year to which the records relate’.
4.14.2	1099	Asset and money management	This record class has been merged with a number of classes relating to general asset and money management. The retention period has not changed and the trigger has changed to ‘after the financial year to which the records relate’.
4.15	<b>Financial statements</b>		This activity has been incorporated into Reports in Common Activities.
4.15.1	1044	Reports – other	This record class has been incorporated into Common Activities. The retention period has not changed.
4.16	<b>Funds management</b>		The activity scope note has been reworded.

GRDS v7 Reference	New Reference	Description	Details of change
4.16.1	1110	Trusts – establishment	The coverage of this record class remains unchanged from GRDS v.7. The retention period and trigger has not changed.
4.16.2	1099	Asset and money management	This record class has been merged with a number of classes relating to general asset and money management. The retention period has not changed and the trigger has changed to 'after the financial year to which the records relate'.
4.16.3	1097	Accounts – banking, loans and investments	This record class has been merged with GRDS v.7 reference 4.1.5 (bank accounts – establishment). The retention period has not changed and the trigger has changed to 'after account closed'.
4.17	<b>Grant funding</b>		The activity has been renamed as Grant funding and sponsorships.
4.17.1	1113	Grant funds, subsidies and sponsorships – successful	This record class has been merged with GRDS v7 reference 4.17.3 (administered grants – successful applications for funding). The retention period has not changed.
4.17.2	1114	Grant funds, subsidies and sponsorships – unsuccessful	This record class has been merged with GRDS v7 reference 4.17.4 (administered grants – unsuccessful applications for funding). The retention period has not changed and the trigger has changed to 'after business action completed'.
4.17.3	1113	Grant funds, subsidies and sponsorships – successful	This record class has been merged with GRDS v7 reference 4.17.1 (funding received by the public authority – successful applications for funding). The retention period has not changed.
4.17.4	1114	Grant funds, subsidies and sponsorships – unsuccessful	This record class has been merged with GRDS v7 reference 4.17.2 (administered grants – unsuccessful applications for funding). The retention period has not changed and the trigger has changed to 'after business action completed'.
4.18	<b>Inventory</b>		This activity is part of the Transitory and Short Term Records section.
4.18.1	1274	Moveable assets controls and stocktakes	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.

GRDS v7 Reference	New Reference	Description	Details of change
4.19	<b>Planning</b>		This activity has been incorporated into Common Activities.
4.19.1	1031	Operational plans – final	This record class has been incorporated into Common Activities. The retention period has not changed.
4.19.2	1032	Plan development	This record class has been incorporated into Common Activities. The retention period has not changed.
4.20	<b>Policy</b>		This activity has been incorporated into Common Activities.
4.20.1	1034	Administrative policy – final	This record class has been incorporated into Common Activities. The retention period has not changed and the trigger has changed to ‘after business action completed’.
4.20.2	1034	Administrative policy - final	This record class has been incorporated into Common Activities. The retention period has increased to 7 years after business action completed.
4.20.3	1073	Enquiries, complaints and suggestions – investigations or legal significance	This record class has been incorporated into External Relations. The retention period has increased to 7 years after business action completed.
4.21	<b>Procedures</b>		This activity has been incorporated into Common Activities.
4.21.1	1037	Administrative/operational procedures – final	This record class has been incorporated into Common Activities. The retention period has decreased to 3 years after business action completed.
4.21.2	1037	Administrative/operational procedures - final	This record class has been incorporated into Common Activities. The retention period has not changed and the trigger has changed to ‘after business action completed’.
4.21.3	1271	Copies	This record class is part of the Transitory and Short Term Records section. The retention period has changed to ‘until business action completed’.
4.22	<b>Reporting</b>		This activity has been incorporated into Common Activities.
4.22.1	1044	Reports – other	This record class has been incorporated into Common Activities. The retention period has not changed and the trigger has changed to ‘after

GRDS v7 Reference	New Reference	Description	Details of change
			business action completed.
4.22.2	1044	Reports – other	This record class has been incorporated into Common Activities. The retention period has not changed and the trigger has changed to 'after business action completed'.
4.22.3	1045	Reports development	This record class has been incorporated into Common Activities. The retention period has not changed and the trigger has changed to 'business action completed'.
4.23	<b>Reviewing</b>		This activity has been incorporated into Evaluating and reviewing in Common Activities.
4.23.1	1024	Evaluations and reviews – other	This record class has been incorporated into Common Activities. The retention period has not changed and the trigger has changed to 'after business action completed'.
4.24	<b>Risk management</b>		This activity has been incorporated into Common Activities.
4.24.1	1051	Risk assessment and mitigation	This record class has been incorporated into Common Activities. The retention period has not changed and the trigger has changed to 'after business action completed'.
4.24.2	1051	Risk assessment and mitigation	This record class has been incorporated into Common Activities. The retention period has not changed and the trigger has changed to 'after business action completed'.
4.25	<b>Stocktake</b>		This activity is part of the Transitory and Short Term Records section.
4.25.1	1274	Moveable assets controls and stocktakes	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
4.26	<b>Superannuation fund management</b>		The activity scope note has been reworded.
4.26.1	1117	Superannuation fund establishment	The coverage of this record class remains unchanged from GRDS v.7. The retention period has not changed.



GRDS v7 Reference	New Reference	Description	Details of change
4.26.2	1004	Agreements and contracts – not under seal	This record class has been incorporated into Common Activities. The retention period has not changed.
4.26.3	1119	Superannuation committees	The Minutes record class and Statements record class from GRDS v.7 have been merged. The retention period has not changed and the trigger has changed to 'after business action completed'.
4.26.4	1118	Appointment of trustees	The coverage of this record class remains unchanged from GRDS v.7. The retention period has not changed.
4.26.5	1119	Superannuation committees	The Minutes record class and Statements record class from GRDS v.7 have been merged. The retention period has not changed and the trigger has changed to 'after business action completed'.
4.26.6	1008	Audits – other	This record class has been incorporated into Common Activities. The retention period has not changed and the trigger has changed to 'after business action completed'.
4.26.7	1027	Liaison	This record class has been incorporated into Common Activities. The retention period has not changed and the trigger has changed to 'after business action completed'.
4.26.8	1275	Routine communication	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
4.27	<b>Tendering</b>		This activity has been incorporated into Agreements in Common Activities.
4.27.1	1004	Agreements and contracts – not under seal	This record class has been incorporated into Common Activities. The retention period has not changed.
4.27.2	1005	Agreements and contracts not proceeded with	This record class has been incorporated into Common Activities. The retention period has not changed.
4.27.3	1006	Agreements and contracts register	This record class has been incorporated into Common Activities. The retention period has increased to 12 years after the expiry or termination of the contract.

GRDS v7 Reference	New Reference	Description	Details of change
4.28	<b>User charging</b>		This activity has been incorporated into Accounting in Financial Management.
4.28.1	1099	Asset and money management	This record class has been merged with a number of classes relating to general asset and money management. The retention period has not changed and the trigger has been changed 'after the financial year to which the records relate'.
4.28.2	1099	Asset and money management	This record class has been merged with a number of classes relating to general asset and money management. The retention period has not changed and the trigger has been changed 'after the financial year to which the records relate'.
5	<b>FLEET MANAGEMENT</b>		This function has been incorporated into Asset Management.
5.1	<b>Accidents</b>		This activity has been incorporated into Accidents and incidents in Work Health and Safety.
5.1.1	1214	Notifiable incidents	This record class has been divided into 2. If the accident involves a death or serious injury, the retention period will be 80 years after business action completed.
	1215	Non-notifiable incidents	This record class has been divided into 2. If the accident is not notifiable, the retention period has not changed and the trigger has changed to 'after business action completed'.
5.2	<b>Acquisition</b>		This activity has been incorporated into Moveable assets in Asset Management.
5.2.1	1180	Moveable assets – other	This record class has been incorporated into Asset Management. The retention period has increased to 7 years after business action completed.
5.3	<b>Allowances</b>		This activity has been incorporated into Authorisations in Common Activities.
5.3.1	1012	Vehicle authorisations	This record class has been incorporated into Common Activities. The

GRDS v7 Reference	New Reference	Description	Details of change
			retention period has increased to 7 years after business action completed.
5.3.2	1012	Vehicle authorisations	This record class has been incorporated into Common Activities. The retention period has increased to 7 years after business action completed.
5.4	<b>Arrangements</b>		This activity has been incorporated into Vehicles in Asset Management.
5.4.1	1317	Vehicle bookings	This record class has been reworded and moved to Asset Management. The retention period has decreased to 1 year after business action completed.
5.4.2	1317	Vehicle bookings	This record class has been reworded and moved to Asset Management. The retention period has decreased to 1 year after business action completed.
5.5	<b>Disposal</b>		This activity has been incorporated into Moveable assets in Asset Management.
5.5.1	1180	Moveable assets – other	This record class has been incorporated into Asset Management. The retention period has not changed.
5.6	<b>Infringements</b>		This activity has moved to Legal Services.
5.6.1	1164	Vehicle infringements	This record class has been reworded and moved to Legal Services. The retention period has not changed.
5.7	<b>Maintenance</b>		This activity has been incorporated into Vehicles in Asset Management.
5.7.1	1178	Moveable assets – vehicles (maintenance)	This record class has been divided into 2. Maintenance has its own record class with a retention and trigger of ‘transfer to new owner after sale or retain for 1 year after disposal of vehicle’.
	1184	Vehicle registrations	This record class has been divided into 2. Registration has its own record class with a retention and trigger of ‘1 year after expiry of registration’.
6	<b>GOVERNMENT RELATIONS</b>		This function has been merged with Community Relations and is now called External Relations.

GRDS v7 Reference	New Reference	Description	Details of change
6.1	<b>Advice</b>		This activity has been incorporated into Common Activities.
6.1.1	1001	Advice – other	This record class has been incorporated into Common Activities. The retention period has not changed and the trigger has changed to ‘after business action completed’.
6.1.2	1275	Routine communication	This record class is part of the Transitory and Short Term Records section. The retention period has changed to ‘until business action completed’.
6.2	<b>Agreements</b>		This activity has been incorporated into Common Activities.
6.2.1	1004	Agreements and contracts – not under seal	This record class has been incorporated into Common Activities. The retention period has not changed.
6.3	<b>Inquiries</b>		This activity has been reworded.
6.3.1	1075	Inquiries – directly related	The coverage of this record class remains unchanged from GRDS v.7.
6.3.2	1076	Inquiries – not directly related	The coverage of this record class remains unchanged from GRDS v.7.
6.3.3	1078	Public interest disclosures – unsubstantiated	This record class has been revised and the retention period has increased to 10 years after business action completed.
6.3.4	1077	Public interest disclosures – substantiated	This record class has been revised and the retention period has not changed.
6.3.5	1080	Judicial reviews	This record class has been revised and the retention has decreased to 7 years after business action completed.
6.3.6	1080	Judicial reviews	This record class has been merged with 6.3.5 and the retention period has increased to 7 years after business action completed.
6.4	<b>Joint ventures</b>		This activity has been incorporated into Agreements in Common Activities.
6.4.1	1002	Agreements and contracts – significant	This record class has been incorporated into Common Activities. The retention period has not changed.

GRDS v7 Reference	New Reference	Description	Details of change
6.4.2	1004	Agreements and contracts – not under seal	This record class has been incorporated into Common Activities. The retention period has not changed and the trigger has changed to ‘after the expiry or termination of the contract’.
6.5	<b>Legislation</b>		This activity has been incorporated into Legislative drafting in Legal Services.
6.5.1	1168	Legislative drafting	This record class has been incorporated into Legal Services. The retention period has not changed.
6.6	<b>Reporting</b>		This activity has been incorporated into Common Activities.
6.6.1	1044	Reports – other	This record class has been incorporated into Common Activities. The retention period has increased to 7 years after business action completed.
6.6.2	1042	Reports – significant	This record class has been incorporated into Common Activities. The retention period has not changed.
6.6.3	1044	Reports – other	This record class has been incorporated into Common Activities. The retention period has not changed.
6.6.4	1044	Reports – other	This record class has been incorporated into Common Activities. The retention period has increased to 7 years after business action completed.
6.6.5	1275	Routine communication	This record class is part of the Transitory and Short Term Records section. The retention period has changed to ‘until business action completed’.
6.6.6	1092	Submissions – development and drafting	This record class has been incorporated into External Relations. The retention period has not changed.
6.7	<b>Submissions</b>		The activity scope note has been reworded.
6.7.1	1090	Ministerial briefings – significant	The coverage of this record class remains unchanged from GRDS v.7.
6.7.2	1091	Ministerial briefings – other	This record class scope note has not changed. The retention period has increased to 8 years after business action completed.

GRDS v7 Reference	New Reference	Description	Details of change
6.7.3	1092	Submissions – development and drafting	This record class has been revised and the retention period has not changed.
6.7.4	1094	Executive Council Minutes – approved from 2010 onwards	This record class has been revised and the retention period has not changed and the trigger has changed to ‘after business action completed’.
6.8	<b>Visits</b>		The activity scope note has been reworded.
6.8.1	1095	Visits – official major delegations	This record class has been incorporated into External Relations. The retention period has increased to permanent.
6.8.2	1096	Visits – other	This record class has been incorporated into External Relations. The retention period has decreased to 3 years after business action completed.
7	<b>INDUSTRIAL RELATIONS</b>		The function scope note has been reworded.
7.1	<b>Appeals</b>		The activity scope note has been reworded.
7.1.1	1123	Appeals – significant	The coverage of this record class remains unchanged from GRDS v.7.
7.1.2	1124	Appeals – other	The coverage of this record class remains unchanged from GRDS v.7. The retention period has not changed and the trigger has changed to ‘after business action completed’.
7.2	<b>Claims</b>		There are no changes to this activity.
7.2.1	1125	Pay and working conditions claims	The coverage of this record class remains unchanged from GRDS v.7. The retention period has not changed and the trigger has changed to ‘after business action completed’.
7.3	<b>Disputes</b>		The activity scope note has been reworded.
7.3.1	1126	Industrial disputes – significant	The coverage of this record class remains unchanged from GRDS v.7.
7.3.2	1127	Industrial disputes – other	The coverage of this record class remains unchanged from GRDS v.7. The retention period has not changed and the trigger has changed to ‘after business action completed’.

GRDS v7 Reference	New Reference	Description	Details of change
7.4	<b>Infringements</b>		This activity has been incorporated into Legal Services.
7.4.1	1017	Compliance breaches – other	This record class has been divided into 2. Breaches has its own record class in Common Activities. The retention period has not changed and the trigger has changed to ‘after business action completed’.
	1163	Infringements – legislation and statutory regulations	This record class has been divided into 2. Infringements has its own record class in Legal Services. The retention period has not changed and the trigger has changed to ‘after business action completed’.
7.5	<b>Meetings</b>		This activity has been incorporated into Common Activities.
7.5.1	1028	Routine meetings	This record class has been incorporated into Common Activities. The retention period has decreased to 2 years after business action completed.
7.6	<b>Workplace agreements and awards</b>		The activity scope note has been reworded.
7.6.1	1002	Agreements and contracts – significant	This record class has been incorporated into Common Activities. The retention period has not changed.
7.6.2	1128	Workplace agreements and awards – standard	The coverage of this record class remains unchanged from GRDS v.7.
7.6.3	1129	No agreement	The coverage of this record class remains unchanged from GRDS v.7.
8	<b>INFORMATION MANAGEMENT</b>		The function scope note has been reworded.
8.1	<b>Compliance</b>		This activity has been incorporated into Information privacy & access in Information Management.
8.1.1	1037	Administrative/operational procedures - final	This record class has been incorporated into Common Activities. The retention period and trigger has changed to 3 years after business action completed.
8.1.2	1275	Routine communication	This record class is part of the Transitory and Short Term Records section. The retention period has changed to ‘until business action completed’.

GRDS v7 Reference	New Reference	Description	Details of change
8.1.3	1267	Privacy & Right to Information applications	This record class from GRDS v.7 has been incorporated into Privacy & Right to Information applications in Information Management. The retention period has not changed and the trigger has changed to 'after business action completed'.
8.1.4	1267	Privacy & Right to Information applications	This record class from GRDS v.7 has been incorporated into Privacy & Right to Information applications in Information Management. The retention period has not changed and the trigger has changed to 'after business action completed'.
8.1.5	1267	Privacy & Right to Information applications	This record class from GRDS v.7 has been incorporated into Privacy & Right to Information applications in Information Management. The retention period has not changed and the trigger has changed to 'after business action completed'.
8.1.6	1267	Privacy & Right to Information applications	This record class from GRDS v.7 has been incorporated into Privacy & Right to Information applications in Information Management. The retention period has not changed and the trigger has changed to 'after business action completed'.
8.1.7	1267	Privacy & Right to Information applications	This record class from GRDS v.7 has been incorporated into Privacy & Right to Information applications in Information Management. The retention period has not changed and the trigger has changed to 'after business action completed'.
8.1.8	1318	Right to Information & Information Privacy applications – documents requested	This record class from GRDS v.7 remains part of Information Management. The retention period has increased to 7 years after all appeal processes have been finalised and for the minimum retention period authorised in a retention and disposal schedule for the original documents.
8.2	<b>Conservation</b>		The activity has been renamed Preservation.
8.2.1	1142	Specialised preservation – temporary value records	This record class has been revised and the retention period has increased to 5 years after business action completed.
8.2.2	1141	Specialised preservation – permanent value records	This record class has been revised and the trigger has changed to transfer to Queensland State Archives when records are transferred.



GRDS v7 Reference	New Reference	Description	Details of change
8.3	<b>Control</b>		The activity scope note has been reworded.
8.3.1	1062	Reference and lending services	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
8.3.2	1061	Collections – control and management	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
8.3.3	1276	Routine recordkeeping operations	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
8.3.4	1130	Master control records – permanent value records	This record class has been divided into 2. Permanent value records have a retention period of Permanent and Temporary value records have a retention of for the life of the record.
8.3.5	1276	Routine recordkeeping operations	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
8.3.6	1276	Routine recordkeeping operations	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
8.3.7	1133	Secure mail processing	This record class has been revised and the retention period has not changed and the trigger has changed to 'after business action completed'.
8.4	<b>Disposal</b>		This activity has been incorporated into Control in Information Management.
8.4.1	1281	Records transferred to Queensland State Archives	This record class has been reworded and the retention period has not changed.
8.4.2	1131	Record destruction documentation	This record class has been reworded and the retention period has changed to 50 years after the disposal of the record to which they relate.
8.4.3	1134	Retention and disposal schedule development	This record class has been reworded and the retention period has not changed.
8.4.4	1276	Routine recordkeeping operations	This record class is part of the Transitory and Short Term Records section.

GRDS v7 Reference	New Reference	Description	Details of change
			The retention period has changed to 'until business action completed'.
8.5	<b>Donations</b>		This activity has been incorporated into Cultural collection management and General collection management in Collection Management.
8.5.1	1054	Cultural collections – development and management	This record class has been divided into 2. Cultural donations has its own record class and the retention period has increased to Permanent.
	1060	Collections – acquisitions and disposals	This record class has been divided into 2. General donations has its own record class and the retention period has increased to 7 years after business action completed.
8.6	<b>Inspections</b>		This activity has been incorporated into Compliance in Common Activities.
8.6.1	1020	Compliance inspections and quality assurance	This record class has been incorporated into Common Activities. The retention period has increased to 7 years after business action completed.
8.6.2	1172	Discovery orders, summons, subpoenas and warrants	This record class has been reworded and moved to Legal Services. The retention period has not changed and the trigger has changed to 'after business action completed'.
8.7	<b>Intellectual Property</b>		This activity has moved to Legal Services.
8.7.1	1135	Agency copyright	This record class has been incorporated into Information Management. The retention period has decreased to 6 years after expiry of copyright.
8.7.2	1135	Agency copyright	This record class has been incorporated into Information Management. The retention period and trigger has not changed.
8.7.3	1136	Copyright applications	This record class has been incorporated into Information Management. The retention period has been reduced to 6 years and the trigger has changed to 'after permission expires or business action completed, whichever is the later'.
8.7.4	1136	Copyright applications	This record class has been incorporated into Information Management. The retention period has been reduced to 6 years and the trigger has changed to 'after permission expires or business action completed, whichever is the

GRDS v7 Reference	New Reference	Description	Details of change
			later’.
8.7.5	1163	Infringements – legislation and statutory regulations	This record class has been incorporated into Legal Services. The retention period has not changed and the trigger has changed to ‘after business action completed’.
8.7.6	1004	Agreements and contracts – not under seal	This record class has been incorporated into Common Activities. The retention period has not changed and the trigger has changed to ‘after the expiry or termination of the contract’.
8.7.7	1160	Legal advice – significant	This record class has been incorporated into Legal Services. The retention period has not changed.
8.7.8	1162	Legal advice – other	This record class has been incorporated into Legal Services. The retention period has increased to 10 years after business action completed.
8.8	<b>Inventory</b>		This activity has been incorporated into Agreements in Common Activities.
8.8.1	1006	Agreements and contracts register	This record class has been incorporated into Common Activities. The retention period has increased to 12 years after the expiry or termination of the contract.
8.9	<b>Policy</b>		This activity has been incorporated into Common Activities.
8.9.1	1034	Administrative policy – final	This record class has been incorporated into Common Activities. The retention period has increased to 7 years after business action completed.
8.10	<b>Privacy</b>		This activity has been merged with Control and is now Information privacy & access in Information Management.
8.10.1	1031	Operational plans – final	This record class has been incorporated into Common Activities. The retention period has not changed.
8.10.2	1017	Compliance breaches – other	This record class has been divided into 2. Breaches has its own record class in Common Activities. The retention period has increased to 7 years after business action completed.

GRDS v7 Reference	New Reference	Description	Details of change
	1267	Privacy & Right to Information applications	This record class has been divided into 2. Unauthorised disposal of records containing personal information is now covered by Privacy & Right to Information applications in Information Management. The retention period has increased to 7 years after business action completed.
8.10.3	1072	Enquiries, complaints and suggestions – significant	This record class has been incorporated into External Relations. The retention period has not changed.
8.10.4	1275	Routine communication	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
8.10.5	1004	Agreements and contracts – not under seal	This record class has been incorporated into Common Activities. The retention period has not changed and the trigger has changed to 'after the expiry or termination of the contract'.
8.11	<b>Reporting</b>		This activity has been incorporated into Common Activities.
8.11.1	1044	Reports – other	This record class has been incorporated into Common Activities. The retention period has increased to 7 years after business action completed.
8.11.2	1048	Research – short term	This record class has been incorporated into Common Activities. The retention period has not changed and the trigger has changed to 'after business action completed'.
8.12	<b>Security</b>		The activity scope note has been reworded.
8.12.1	1155	Security arrangements – handling and storage	This record class has been incorporated into Information Management. The retention period has not changed and the trigger has changed to 'after arrangements superseded or business action completed, whichever is later'.
8.12.2	1155	Security arrangements – handling and storage	This record class has been incorporated into Information Management. The retention period has not changed and the trigger has changed to 'after arrangements superseded or business action completed, whichever is later'.

GRDS v7 Reference	New Reference	Description	Details of change
8.12.3	1155	Security arrangements – handling and storage	This record class has been incorporated into Information Management. The retention period has not changed and the trigger has changed to ‘after arrangements superseded or business action completed, whichever is later’.
9	<b>LEGAL SERVICES</b>		The function scope note has been reworded.
9.1	<b>Advice</b>		The activity scope note has been reworded.
9.1.1	1160	Legal advice – significant	This record class has been reworded and the retention period has not changed.
9.1.2	1162	Legal advice – other	This record class has been reworded. The retention period has not changed and the trigger has changed to ‘after business action completed’.
9.1.3	1160	Legal advice – significant	This record class has been incorporated into Legal Services. The retention period has not changed.
9.1.4	1162	Legal advice – other	This record class has been incorporated into Legal Services. The retention period has not changed and the triggers has changed to ‘after business action completed’.
9.2	<b>Litigation</b>		The activity has been renamed Litigation & prosecutions.
9.2.1	1169	Matters – significant	This record class has been reworded and the retention period has not changed.
9.2.2	1171	Matters – other	This record class has been reworded. The retention period has not changed and the trigger has changed to ‘after business action completed’.
10	<b>PROPERTY MANAGEMENT</b>		The function scope note has been reworded.
10.1	<b>Acquisition</b>		This activity has been incorporated into the Building and land management activity in Property Management.
10.1.1	1189	Agency property management – significant	This record class has been reworded and the retention period has not changed.

GRDS v7 Reference	New Reference	Description	Details of change
10.1.2	1190	Agency property management – other	This record class has been reworded. The retention period has been increased to 12 years after disposal of property.
10.1.3	1194	Deeds and certificates of title	This record class has been reworded. The retention and trigger has changed to 'return to Titles Registry on sale or transfer of property'.
10.1.4	1189	Agency property management – significant	This record class has been divided into 2. Maps, charts and plans for significant properties have incorporated into Agency property management – significant in Property Management. The retention period has increased to Permanent.
	1190	Agency property management - other	This record class has been divided into 2. Maps, charts and plans for non-significant properties have incorporated into Agency property management – other in Property Management. The retention period has increased to 12 years after disposal of property.
10.1.5	1275	Routine communication	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
10.2	<b>Conservation</b>		This activity has been incorporated into the Building and land management activity in Property Management.
10.2.1	1188	Contaminated agency property – restoration	This record class has been incorporated into Property Management. The retention period has not changed.
10.2.2	1189	Agency property management – significant	This record class has been incorporated into Property Management. The retention period has not changed.
10.2.3	1189	Agency property management – significant	This record class has been incorporated into Property Management. The retention period has not changed.
10.3	<b>Construction</b>		This activity has been incorporated into the Building and land management activity in Property Management.
10.3.1	1189	Agency property management – significant	This record class has been incorporated into Property Management. The retention period has not changed.

GRDS v7 Reference	New Reference	Description	Details of change
10.3.2	1190	Agency property management – other	This record class has been incorporated into Property Management. The retention period has increased to 12 years after disposal of property.
10.4	<b>Disposal</b>		This activity has been incorporated into the Building and land management activity in Property Management.
10.4.1	1189	Agency property management – significant	This record class has been incorporated into Property Management. The retention period has not changed.
10.4.2	1190	Agency property management – other	This record class has been incorporated into Property Management. The retention period has increased to 12 years after disposal of property.
10.5	<b>Leasing</b>		This activity has been incorporated into Agreements in Common Activities.
10.5.1	1004	Agreements and contracts – not under seal	This record class has been incorporated into Common Activities. The retention period has not changed and the trigger has changed to ‘after the expiry or termination of the contract’.
10.6	<b>Leasing-out</b>		This activity has been incorporated into Agreements in Common Activities.
10.6.1	1004	Agreements and contracts – not under seal	This record class has been incorporated into Common Activities. The retention period has not changed and the trigger has changed to ‘after the expiry or termination of the contract’.
10.7	<b>Maintenance</b>		The activity scope note has been reworded.
10.7.1	1197	Routine maintenance	This record class has been incorporated into Property Management. The retention period has decreased to 2 years after business action completed.
10.7.2	1197	Routine maintenance	This record class has been incorporated into Property Management. The retention period has not changed and the trigger has changed to ‘after business action completed’.
10.7.3	1197	Routine maintenance	This record class has been incorporated into Property Management. The retention period has decreased to 2 years after business action completed.
10.7.4	1198	Office fit outs	This record class has been incorporated into Property Management. The

GRDS v7 Reference	New Reference	Description	Details of change
			retention period has increased to 7 years after business action completed.
10.7.5	1191	Agency property – equipment and utility installation	This record class has been reworded and the retention period increased to 7 years after removal of equipment or disposal of property.
10.7.6	1189	Agency property management – significant	This record class has been divided into 2. Major repairs and maintenance on significant properties has been incorporated into Agency property management – significant in Property Management. The retention period has increased to Permanent.
	1190	Agency property management – other	This record class has been divided into 2. Major repairs and maintenance on other properties has been incorporated into Agency property management – other in Property Management. The retention period has increased to 12 years after disposal of the property.
10.7.7	1198	Office fit outs	This record class has been incorporated into Property Management. The retention period has increased to 7 years after business action completed.
10.7.8	1197	Routine maintenance	This record class has been reworded. The retention period has not changed and the trigger has changed to ‘after business action completed’.
10.7.9	1174	Moveable assets – hazardous substances	This record class has been divided into 2. The acquisition and storage of hazardous substances has been incorporated into Moveable assets – hazardous substances in Asset Management. The retention period has not changed and the trigger has changed to ‘after business action completed’.
	1203	Hazardous substances – asbestos, lead and radioactive materials	This record class has been divided into 2. The removal and disposal of hazardous substances has been incorporated into Hazardous substances – asbestos, lead and radioactive materials in Property Management. The retention period has not changed and the trigger has changed to ‘after removal or disposal of hazardous substance’.
10.7.10	1204	Hazardous waste – excluding asbestos, lead and radioactive materials	This record class has been reworded. The retention period has not changed and the trigger has changed to ‘after removal of waste’.



GRDS v7 Reference	New Reference	Description	Details of change
10.7.11	1203	Hazardous substances – asbestos, lead and radioactive materials	This record class has been divided into 2. Pollution has been incorporated into Hazardous substances – asbestos, lead and radioactive materials in Property Management. The retention period has been decreased to 100 years after removal or disposal of hazardous substance.
	1204	Hazardous waste – excluding asbestos, lead and radioactive materials	This record class has been divided into 2. Trade waste has been incorporated into Hazardous waste – excluding asbestos, lead and radioactive materials in Property Management. The retention period has decreased to 30 years after removal of waste.
10.7.12	1196	Building and energy management – monitoring	This record class has been divided into 2. Energy management has been incorporated into Building and energy management – monitoring in Property Management. The retention period has increased to 3 years after business action completed.
	1205	Rubbish removal and recycling	This record class has been divided into 2. Waste management has been incorporated into Rubbish removal and recycling in Property Management. The retention period has not changed and the trigger has changed to ‘after business action completed’.
10.8	<b>Planning</b>		This activity has been incorporated into Common Activities.
10.8.1	1030	Specific purpose plans – final	This record class has been incorporated into Common Activities. The retention period has not changed and the trigger has changed to ‘after plan is superseded’.
10.8.2	1030	Specific purpose plans – final	This record class has been incorporated into Common Activities. The retention period has increased to 7 years after plan is superseded.
10.8.3	1032	Plan development	This record class has been incorporated into Common Activities. The retention period has not changed and the trigger has changed to ‘after business action completed’.
10.8.4	1031	Operational plans – final	This record class has been incorporated into Common Activities. The retention period has not changed and the trigger has changed to ‘after plan

GRDS v7 Reference	New Reference	Description	Details of change
			is superseded'.
10.8.5	1030	Specific purpose plans – final	This record class has been incorporated into Common Activities. The retention period has increased to 7 years after plan is superseded.
10.8.6	1182	Moveable assets (allocation, distribution and use)	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
10.8.7	1268	Administrative arrangements	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
10.8.8	1268	Administrative arrangements	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
10.8.9	1268	Administrative arrangements	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
10.9	<b>Security</b>		The activity scope note has been reworded.
10.9.1	1197	Routine maintenance	This record class has been incorporated into Property Management. The retention period has not changed and the trigger has changed to 'after business action completed'.
10.9.2	1200	Property access controls	This record class has been reworded. The retention period has increased to 5 years after arrangements have ceased or been superseded.
10.9.3	1053	Security breaches – other	This record class has been incorporated into Common Activities. The retention period has decreased to 5 years after business action completed.
10.9.4	1274	Moveable assets controls and stocktakes	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
10.9.5	1284	Surveillance footage captured for a specific purpose	This record class has been reworded. The retention period has changed to 90 days after record created.
10.9.6	1202	Surveillance footage provided to investigative and law enforcement	This record class has been reworded. The retention period has not changed and the trigger has changed to 'after recordings sent to relevant

GRDS v7 Reference	New Reference	Description	Details of change
		agencies	law enforcement agency'.
11	<b>PUBLICATION</b>		This function has been incorporated into Information Management.
11.1	<b>Corporate style</b>		This activity has been incorporated into Publication in Information Management.
11.1.1	1150	Corporate style	The record class has been reworded. The retention has been changed to 'until business action completed'.
11.2	<b>Distribution</b>		This activity is part of the Transitory and Short Term Records section.
11.2.1	1268	Administrative arrangements	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
11.3	<b>Drafting</b>		This activity is part of the Transitory and Short Term Records section.
11.3.1	1272	Drafts, working notes and calculations	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
11.4	<b>Production</b>		This activity has been incorporated into Publication in Information Management.
11.4.1	1149	Production process	This record class has been reworded. The retention period has decreased to 3 years after business action completed.
11.4.2	1149	Production process	This record class has been incorporated into Information Management. The retention period has increased to 3 years after business action completed.
11.4.3	1042	Reports – significant	This record class has been divided into 2. Agency reports have been incorporated into Reports – significant in Common Activities. The retention period has changed to Permanent.
	1147	Agency publications – significant	This record class has been divided into 2. Significant agency publications has its own record class in Information Management. The retention period has changed to Permanent.
11.4.4	1148	Agency publications – other	This record class has been reworded. The retention period has decreased

GRDS v7 Reference	New Reference	Description	Details of change
			to 5 years after business action completed.
11.4.5	1271	Copies	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
11.4.6	1147	Agency publications – significant	This record class has been divided into 2. Significant agency publications has its own record class in Information Management. The retention period has increased to Permanent.
	1148	Agency publications – other	This record class has been divided into 2. Non-significant agency publications has its own record class in Information Management. The retention period has not changed and the trigger has changed to 'after business action completed'.
12	<b>STRATEGIC MANAGEMENT</b>		The function scope note has been reworded.
12.1	<b>Audit</b>		This activity has been incorporated into Common Activities.
12.1.1	1008	Audits – other	This record class has been incorporated into Common Activities. The retention period has increased to 7 years after business action completed.
12.1.2	1008	Audits – other	This record class has been incorporated into Common Activities. The retention period has not changed and the trigger has changed to 'after business action completed'.
12.2	<b>Committees</b>		This activity has been reworded and moved to Common Activities.
12.2.1	1014	High-level committees	This record class has been divided into 2. High-level committees has its own record class in Common Activities. The retention period has not changed.
	1122	Governing bodies – establishment, alteration and operation	This record class has been divided into 2. The establishment of governing bodies has its own record class in Governing Bodies. The retention period has not changed.
12.2.2	1015	Committees – other	This record class has been incorporated into Common Activities. The retention period has not changed and the trigger has changed to 'after

GRDS v7 Reference	New Reference	Description	Details of change
			business action completed’.
12.2.3	1014	High-level committees	This record class has been divided into 2. High-level committees has its own record class in Common Activities. The retention period has not changed.
	1122	Governing bodies – establishment, alteration and operation	This record class has been divided into 2. The establishment of governing bodies has its own record class in Governing Bodies. The retention period has not changed.
12.2.4	1015	Committees – other	This record class has been incorporated into Common Activities. The retention period has increased to 5 years after business action completed.
12.2.5	1268	Administrative arrangements	This record class is part of the Transitory and Short Term Records section. The retention period has changed to ‘until business action completed’.
12.2.6	1014	High-level committees	This record class has been divided into 2. Appointments to high-level committees has its own record class in Common Activities. The retention period has increased to Permanent.
	1015	Committees – other	This record class has been divided into 2. Appointments to other committees has its own record class in Common Activities. The retention period has not changed and the trigger has changed to ‘after business action completed’.
12.2.7	1272	Drafts, working notes and calculations	This record class is part of the Transitory and Short Term Records section. The retention period has changed to ‘until business action completed’.
12.2.8	1013	Advisory bodies	This record class has been reworded and moved to Common Activities. The retention period has increased to Permanent.
12.3	<b>Compliance</b>		This activity has been incorporated into Common Activities.
12.3.1	1034	Core/functional policy – final	This record class has been incorporated into Common Activities.
12.3.2	1034	Core/functional policy – final	This record class has been incorporated into Common Activities.

GRDS v7 Reference	New Reference	Description	Details of change
12.4	<b>Disaster recovery</b>		This activity has been incorporated into Implementation in Strategic Management.
12.4.1	1032	Plan development	This record class has been incorporated into Common Activities. The retention period has not changed and the trigger has changed to 'after business action completed'.
12.4.2	1030	Specific purpose plans – final	This record class has been incorporated into Common Activities. The retention period has increased to 7 years after plan is superseded.
12.5	<b>Evaluation</b>		This activity has been incorporated into Evaluating and reviewing in Common Activities.
12.5.1	1024	Evaluations and reviews – other	This record class has been reworded and the retention period has decreased to 5 years after business action completed.
12.6	<b>Implementation</b>		This activity scope note has been reworded.
12.6.1	1208	Government-wide policy implementation	This record class has been reworded and the retention period has decreased to 7 years after business action completed.
12.6.2	1209	Agency-wide policy implementation	This record class has been reworded. The retention period has not changed and the trigger has changed to 'after business action completed'.
12.7	<b>Legislation</b>		This activity has been incorporated into Legislative drafting in Legal Services.
12.7.1	1168	Legislative drafting	This record class has been reworded and the retention period has not changed.
12.7.2	1271	Copies	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
12.8	<b>Restructuring</b>		This activity scope note has been reworded.
12.8.1	1211	Restructures – significant	This record class has been reworded and the retention period has not changed.

GRDS v7 Reference	New Reference	Description	Details of change
12.8.2	1213	Restructures – other	This record class has been reworded. The retention period has not changed and the trigger has changed to ‘after business action completed’.
12.8.3	1212	Restructures – transfer arrangements	This record class has been reworded and the retention period has decreased to 7 years after business action completed.
12.8.4	1275	Routine communication	This record class is part of the Transitory and Short Term Records section. The retention period has changed to ‘until business action completed’.
12.8.5	1002	Agreements and contracts – significant	This record class has been incorporated into Common Activities. The retention period has not changed.
12.8.6	1212	Restructures – transfer arrangements	This record class has been incorporated into Strategic Management. The retention period has decreased to 7 years after business action completed.
12.9	<b>Planning</b>		The activity scope note has been reworded and moved to Common Activities.
12.9.1	1029	Plans – significant	This record class has been reworded and the retention period has not changed.
12.9.2	1032	Plan development	This record class has been reworded. The retention period has changed and the trigger has changed to ‘after business action completed’.
12.9.3	1032	Plan development	This record class has been incorporated into Common Activities. The retention period has not changed and the trigger has changed to ‘after business action completed’.
12.9.4	1031	Operational plans – final	This record class has been reworded and the retention period has not changed.
12.9.5	1030	Specific purpose plans – final	This record class has been incorporated into Common Activities. The retention period has decreased to 7 years after plan is superseded.
12.9.6	1040	Projects – other	This record class has been incorporated into Common Activities. The retention period has decreased to 7 years after business action completed.

GRDS v7 Reference	New Reference	Description	Details of change
	1265	Projects that do not proceed	This record class has been incorporated into Common Activities. The retention period has decreased to 2 years after business action completed.
12.10	<b>Policy</b>		This activity scope note has been reworded and moved to Common Activities.
12.10.1	1033	Core/functional policy – final	This record class has been incorporated into Common Activities and the retention period has not changed.
12.10.2	1034	Administrative policy – final	This record class has been incorporated into Common Activities. The retention period has decreased to 7 years after business action completed.
12.10.3	1033	Core/functional policy – final	This record class has been reworded and the retention period has not changed.
12.10.4	1033	Core/functional policy – final	This record class has been incorporated into Common Activities and the retention period has not changed.
12.10.5	1034	Administrative policy – final	This record class has been reworded and the retention period has decreased to 7 years after business action completed.
12.11	<b>Procedures</b>		This activity scope note has been reworded and moved to Common Activities.
12.11.1	1037	Administrative/operational procedures – final	This record class has been incorporated into Common Activities. The retention period has not changed and the trigger has changed to ‘after business action completed’.
12.11.2	1037	Administrative/operational procedures – final	This record class has been incorporated into Common Activities. The retention period has changed to 3 years after business action completed.
12.11.3	1037	Administrative/operational procedures – final	This record class has been incorporated into Common Activities. The retention period has not changed and the trigger has changed to ‘after business action completed’.
12.11.4	1037	Administrative/operational procedures – final	Merged and revised class. This record class has been incorporated into Common Activities. The retention period has not changed and the trigger



GRDS v7 Reference	New Reference	Description	Details of change
			has changed to 'after business action completed'.
12.12	<b>Reviewing</b>		This activity has been incorporated into Evaluating and reviewing in Common Activities.
12.12.1	1023	Evaluations and reviews – significant	This record class has been incorporated into Common Activities. The retention period has not changed.
12.12.2	1024	Evaluations and reviews – other	This record class has been incorporated into Common Activities. The retention period has decreased to 5 years after business action completed.
12.13	<b>Risk management</b>		This activity scope note has been reworded and moved to Common Activities.
12.13.1	1030	Specific purpose plans - final	This record class has been incorporated into Common Activities. The retention period has decreased to 7 years after plan is superseded.
12.13.2	1051	Risk assessment and mitigation	This record class been reworded. The retention period has not changed and the trigger has changed to 'after business action completed'.
12.13.3	1051	Risk assessment and mitigation	This record class has been incorporated into Common Activities. The retention period has not changed and the trigger has changed to 'after business action completed'.
12.14	<b>Standards</b>		This activity has been incorporated into Policy in Common Activities.
12.14.1	1033	Core/functional policy – final	This record class has been incorporated into Common Activities. The retention period has not changed.
12.14.2	1034	Administrative policy – final	This record class has been incorporated into Common Activities. The retention period has decreased to 7 years after business action completed.
12.14.3	1033	Core/functional policy – final	This record class has been incorporated into Common Activities. The retention period has increased to Permanent.
13	<b>TECHNOLOGY AND TELECOMMUNICATIONS</b>		This function has been broken into 2. Some activities have gone to Asset Management and some have gone to Information Management.

GRDS v7 Reference	New Reference	Description	Details of change
13.1	<b>Acquisition</b>		This activity has been incorporated into Moveable assets in Asset Management.
13.1.1	1180	Moveable assets – other	This record class has been incorporated into Asset Management. The retention period has increased to 7 years after business action completed.
13.2	<b>Application development</b>		This activity has been divided into 2. Some record classes have moved to Asset Management and some have moved to Information Management.
13.2.1	1175	Moveable assets – business/software applications	This record class has been reworded. The retention period has increased to 7 years after application is closed, discontinued or superseded (through upgrade or major modification).
13.2.2	1138	Control mechanisms	This record class has been divided into 2. Control mechanisms as its own record class in Information Management. The retention period has not changed and the trigger has changed to ‘after application is closed, discontinued or superseded (through upgrade or major modification)’.
	1140	Data administration - other	This record class has been divided into 2. Data integrity has been incorporated into Information Management. The retention period has increased to 7 years after business action completed.
13.2.3	1140	Data administration - other	This record class has been reworded. Data logging records have been incorporated into Information Management. The retention period has not changed and the trigger has changed to ‘after business action completed’.
13.2.4	1139	System migration	This record class has been reworded. The retention period and trigger has changed to 1 year after data is either migrated again or destroyed.
13.3	<b>Evaluation</b>		This activity has been incorporated into Moveable assets in Asset Management.
13.3.1	1180	Moveable assets – other	This record class has been incorporated into Asset Management. The retention period has increased to 7 years after business action completed.
13.4	<b>Installation</b>		This activity has been incorporated into Moveable assets in Asset

GRDS v7 Reference	New Reference	Description	Details of change
			Management.
13.4.1	1181	Moveable assets installation	This record class has been reworded. The retention period has not changed and the trigger has changed to 'after business action completed'.
13.5	<b>Maintenance</b>		This activity has been incorporated into Moveable assets in Asset Management.
13.5.1	1180	Moveable assets – other	This record class has been incorporated into Asset Management. The retention period has increased to 7 years after business action completed.
13.6	<b>Operations</b>		This activity has been divided into 3. These record classes are now in Asset Management, Common Activities and Transitory and Short Term.
13.6.1	1175	Moveable assets – business/software applications	This record class has been incorporated into Asset Management. The retention period has changed to 7 years after application is closed, discontinued or superseded (through upgrade or major modification).
13.6.2	1270	Computer support	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
13.6.3	1052	Security breaches – significant	This record class has been incorporated into Common Activities. The retention period has increased to Permanent.
13.6.4	1053	Security breaches – other	This record class has been incorporated into Common Activities. The retention period has increased to 5 years after business action completed.
13.7	<b>Planning</b>		This activity has been incorporated into Common Activities.
13.7.1	1032	Plan development	This record class has been incorporated into Common Activities. The retention period has not changed and the trigger has changed to 'after business action completed'.
13.7.2	1030	Specific purpose plans – final	This record class has been incorporated into Common Activities. The retention period has increased to 7 years after plan is superseded.
13.8	<b>Privacy</b>		This activity has been incorporated into Implementation in Strategic

GRDS v7 Reference	New Reference	Description	Details of change
			Management.
13.8.1	1209	Agency-wide policy implementation	This record class has been incorporated into Strategic Management. The retention period has decreased to 3 years after business action completed.
13.9	<b>Security</b>		This activity has been incorporated into Common Activities.
13.9.1	1138	Control mechanisms	This record class has been incorporated into Information Management.
13.9.2	1052	Security breaches – significant	This record class has been reworded and moved to Common Activities. The retention period has increased to Permanent.
13.9.3	1053	Security breaches – other	This record class has been reworded and moved to Common Activities. The retention period has increased to 5 years after business action completed.
14	<b>WORK HEALTH AND SAFETY</b>		This function scope note has been reworded.
14.1	<b>Accidents and Incidents</b>		This activity scope note has been reworded.
14.1.1	1214	Notifiable incidents	The coverage of this record class remains unchanged from GRDS v.7. The trigger has changed to 'after business action completed'.
14.1.2	1215	Non-notifiable incidents	The coverage of this record class remains unchanged from GRDS v.7. The trigger has changed to 'after business action completed'.
14.1.3	1216	Accidents and incidents registers	The coverage of this record class remains unchanged from GRDS v.7. The trigger has changed to 'after business action completed'.
14.2	<b>Audit</b>		This activity has been incorporated into Common Activities.
14.2.1	1008	Audits – other	This record class has been incorporated into Common Activities. The retention period has not changed and the trigger has changed to 'after business action completed'.
14.3	<b>Committees</b>		This activity scope note has been reworded.
14.3.1	1217	Work health and safety committees	The coverage of this record class remains unchanged from GRDS v.7. The

GRDS v7 Reference	New Reference	Description	Details of change
			trigger has changed to 'after business action completed'.
14.4	<b>Compliance</b>		This activity scope note has been reworded.
14.4.1	1223	Airborne contaminants	The coverage of this record class remains unchanged from GRDS v.7. The trigger has changed to 'after business action completed'.
14.4.2	1016	Compliance breaches – significant	This record class has been divided into 3. Significant compliance breaches has its own record class in Common Activities. The retention period has increased to Permanent.
	1017	Compliance breaches – other	This record class has been divided into 3. Non-significant compliance breaches has its own record class in Common Activities. The retention has not changed and the trigger has changed to 'after business action completed'.
	1019	Compliance with legislation and/or standards	This record class has been divided into 3. Compliance with legislation and/or standards has its own record class in Common Activities. The retention period has not changed and the trigger has changed to 'after business action completed'.
14.4.3	1219	Workplace monitoring – hazardous substances and dangerous goods	The coverage of this record class remains unchanged from GRDS v.7. The retention period has not changed.
	1174	Moveable assets – hazardous substances	This record class has been reworded and moved to Asset Management. The retention period has not changed.
14.4.4	1222	Health monitoring – hazardous chemicals	The coverage of this record class remains unchanged from GRDS v.7. The trigger has changed to 'after business action completed'.
14.4.5	1220	Health monitoring – radiation	The coverage of this record class remains unchanged from GRDS v.7. The trigger has changed to 'after business action completed'.
14.4.6	1218	Workplace registers – asbestos, hazardous chemicals and hazardous substances	The coverage of this record class remains unchanged from GRDS v.7.

GRDS v7 Reference	New Reference	Description	Details of change
14.4.7	1224	Safety data sheets	The coverage of this record class remains unchanged from GRDS v.7. The trigger has changed to 'after business action completed'.
14.5	<b>Health and safety promotion</b>		This activity scope note has been reworded and moved to Workforce Management.
14.5.1	1244	Health and wellbeing programs	This record class has been reworded. The retention period has not changed and the trigger has changed to 'after business action completed'.
14.6	<b>Inspections</b>		This activity scope note has been reworded.
14.6.1	1225	Routine inspections	The coverage of this record class remains unchanged from GRDS v.7. The trigger has changed to 'after business action completed'.
14.7	<b>Policy</b>		This activity scope note has been reworded.
14.7.1	1226	Hazardous substances and dangerous goods policies	The coverage of this record class remains unchanged from GRDS v.7. The trigger has changed to 'after business action completed'.
14.7.2	1227	Work health and safety policies	The coverage of this record class remains unchanged from GRDS v.7. The trigger has changed to 'after business action completed'.
14.8	<b>Rehabilitation</b>		This activity scope note has been reworded and moved to Workforce Management.
14.8.1	1258	Rehabilitation programs	The coverage of this record class remains unchanged from GRDS v.7. The retention period has increased to 55 years after business action completed.
14.9	<b>Risk management</b>		This activity scope note has been reworded.
14.9.1	1228	High risk	The coverage of this record class remains unchanged from GRDS v.7. The trigger has changed to 'after business action completed'.
14.9.2	1229	Low risk	The coverage of this record class remains unchanged from GRDS v.7. The trigger has changed to 'after business action completed'.
14.9.3	1230	No risk	The coverage of this record class remains unchanged from GRDS v.7. The trigger has changed to 'after business action completed'.

GRDS v7 Reference	New Reference	Description	Details of change
15	<b>WORKFORCE MANAGEMENT</b>		This function scope note has been reworded.
15.1	<b>Authorisation</b>		This activity has been incorporated into Authorisations in Common Activities.
15.1.1	1010	Delegations – Chief Executive Officers and statutory office holders	This record class has been reworded and moved to Common Activities. The retention period has not changed.
15.1.2	1011	Delegations – other staff	This record class has been reworded and moved to Common Activities. The retention period has not changed.
15.2	<b>Counselling</b>		This activity has been incorporated into Health and wellbeing promotion in Workforce Management.
15.2.1	1244	Health and wellbeing programs	This record class from GRDS v.7 has been incorporated into Health and wellbeing programs in Workforce Management. The retention period has not changed and the trigger has changed to 'after business action completed'.
15.3	<b>Employee complaints management</b>		This activity scope note has been reworded.
15.3.1	1231	Employee complaints	The coverage of this record class remains unchanged from GRDS v.7. The trigger has changed to 'after business action completed'.
15.4	<b>Employment history</b>		This activity scope note has been reworded.
15.4.1	1232	Employment history – summaries	The coverage of this record class remains unchanged from GRDS v.7.
15.4.2	1233	Employee service history	The coverage of this record class remains unchanged from GRDS v.7.
15.4.3	1234	Service history – contractors, volunteers and work placements	The coverage of this record class remains unchanged from GRDS v.7. The trigger has changed to 'after business action completed'.
15.4.4	1235	Employee medical examinations	The coverage of this record class remains unchanged from GRDS v.7. The trigger has changed to 'after business action completed'.
15.4.5	1236	Relocation expenses	The coverage of this record class remains unchanged from GRDS v.7. The

GRDS v7 Reference	New Reference	Description	Details of change
			retention period has not changed.
15.4.6	1275	Routine communication	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
15.4.7	1238	Work diaries – Chief Executive Officer – significant	The coverage of this record class remains unchanged from GRDS v.7. The retention period has not changed.
15.4.8	1239	Work diaries – Chief Executive Officer – other	The coverage of this record class remains unchanged from GRDS v.7. The trigger has changed to 'after business action completed'.
15.4.9	1269	Appointment diaries, calendar entries and duty rosters	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
15.5	<b>Employment screening</b>		This activity scope note has been reworded.
15.5.1	1240	Criminal history checks	The coverage of this record class remains unchanged from GRDS v.7. The retention period has not changed.
15.5.2	1241	Employment screening assessments	The coverage of this record class remains unchanged from GRDS v.7. The retention period has not changed.
15.5.3	1242	Criminal history check registers	The coverage of this record class remains unchanged from GRDS v.7. The retention period has not changed.
15.6	<b>Evaluation</b>		This activity scope note has been reworded.
15.6.1	1243	Position/role creation and evaluation	The coverage of this record class remains unchanged from GRDS v.7. The trigger has changed to 'after business action completed'.
15.7	<b>Leave</b>		This activity scope note has been reworded.
15.7.1	1245	Attendance	The coverage of this record class remains unchanged from GRDS v.7. The trigger has changed to 'after business action completed'.
15.7.2	1233	Employee service history	This record class from GRDS v.7 has been incorporated into Employee service history in Workforce Management. The retention period has not



GRDS v7 Reference	New Reference	Description	Details of change
			changed.
15.7.3	1245	Attendance	This record class from GRDS v.7 has been incorporated into Attendance in Workforce Management. The retention period has not changed and the trigger has changed to 'after business action completed'.
15.8	<b>Misconduct</b>		This activity scope note has been reworded and the activity is now called Employee misconduct.
15.8.1	1248	Investigations by external bodies	The coverage of this record class remains unchanged from GRDS v.7. The trigger has changed to 'after business action completed'.
15.8.2	1249	Internal investigations	The coverage of this record class remains unchanged from GRDS v.7. The trigger has changed to 'after business action completed'.
15.8.3	1250	Frivolous or vexatious allegations	This record class from GRDS v.7 has been retitled. The retention period has not changed and the trigger has changed to 'after business action completed'.
15.9	<b>Payroll</b>		This activity scope note has been reworded and moved to Financial Management.
15.9.1	1269	Appointment diaries, calendar entries and duty rosters	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
15.9.2	1251	Payroll authorisations	The coverage of this record class remains unchanged from GRDS v.7. The retention period has increased to 7 years after authorisation superseded or cancelled.
15.9.3	1252	Salary and wage records	The coverage of this record class remains unchanged from GRDS v.7. The retention period has decreased to 6 years after the financial year to which the records relate.
15.9.4	1253	Salary and wage supporting documentation	The coverage of this record class remains unchanged from GRDS v.7. The trigger has changed to 'after business action completed'.
15.10	<b>Performance management</b>		This activity scope note has been reworded.

GRDS v7 Reference	New Reference	Description	Details of change
15.10.1	1254	Employee performance management programs	The coverage of this record class remains unchanged from GRDS v.7. The trigger has changed to 'after business action completed'.
15.10.2	1255	Employee performance	The coverage of this record class remains unchanged from GRDS v.7. The trigger has changed to 'after business action completed'.
15.10.3	1256	Employee awards, honours and prizes	The coverage of this record class remains unchanged from GRDS v.7. The trigger has changed to 'after business action completed'.
15.11	<b>Recruitment</b>		This activity scope note has been reworded.
15.11.1	1257	Recruitment and selection	This record class has been reworded. The retention period has not changed.
15.11.2	1273	External reference information	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
15.11.3	1319	Recruitment/employment schemes	The coverage of this record class remains unchanged from GRDS v.7. The trigger has changed to 'after business action completed'.
15.12	<b>Reporting</b>		This activity has been incorporated into Common Activities.
15.12.1	1044	Reports – other	This record class has been incorporated into Common Activities. The retention period has increased to 7 years after business action completed.
15.13	<b>Separations</b>		This activity scope note has been reworded.
15.13.1	1259	Employee separation	The coverage of this record class remains unchanged from GRDS v.7. The trigger has changed to 'after business action completed'.
15.14	<b>Suggestions</b>		This activity is part of the Transitory and Short Term Records section.
15.14.1	1275	Routine communication	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
15.15	<b>Training</b>		This activity scope note has been reworded.
15.15.1	1268	Administrative arrangements	This record class is part of the Transitory and Short Term Records section.

GRDS v7 Reference	New Reference	Description	Details of change
			The retention period has changed to 'until business action completed'.
15.15.2	1261	Training provision	The coverage of this record class remains unchanged from GRDS v.7. The trigger has changed to 'after business action completed'.
15.16	<b>Travel</b>		This activity has been divided into 2. One record class has gone to Common Activities and one has gone to Transitory and Short Term Records.
15.16.1	1263	Travel authorisations/approvals	This record class has been reworded and moved to Common Activities. The retention period has not changed and the trigger has changed to 'after business action completed'.
15.16.2	1268	Administrative arrangements	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
15.17	<b>Workforce planning</b>		This activity has been incorporated into Planning in Common Activities.
15.17.1	1031	Operational plans – final	This record class has been incorporated into Common Activities. The retention period has not changed.
16	<b>EPHEMERAL DOCUMENTS</b>		This function is now the Transitory and Short Term Records section.
16.1	<b>Ephemeral documents</b>		This activity is part of the Transitory and Short Term Records section.
16.1.1	1273	External reference information	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
16.1.2	1271	Copies	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
16.1.3	1273	External reference information	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
16.1.4	1275	Routine communication	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.

GRDS v7 Reference	New Reference	Description	Details of change
16.1.5	1273	External reference information	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
16.1.6	1272	Drafts, working notes and calculations	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
16.1.7	1275	Routine communication	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
16.1.8	1275	Routine communication	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
16.1.9	1275	Routine communication	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
16.1.10	1272	Drafts, working notes and calculations	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
16.1.11	1269	Appointment diaries, calendar entries and duty rosters	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
16.1.12	1270	Computer support	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
16.1.13	1275	Routine communication	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
16.1.14	1270	Computer support	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.

## Transitory and short term records retention and disposal schedule: summary of changes

QDAN720 v.2 Reference	New Reference	Description	Details of change
720-01-001	1268	Administrative arrangements	This record class scope note has been amended to include see references.
720-01-002	1269	Appointment diaries, calendar entries and duty rosters	This record class scope note has been amended to include see references.
720-01-003	1270	Computer support	This record class scope note has been amended to include see references. Record examples and exclusions have been added.
720-01-004	1271	Copies	This record class scope note has been amended to include see references.
720-01-005	1272	Drafts, working notes and calculations	This record class scope note has been amended to include see references.
720-01-006	1273	External reference information	The coverage of this record class remains unchanged from QDAN720 v.2.
720-01-007	1274	Moveable assets controls and stocktakes	This record class from QDAN720 v.2 has been renamed. The scope note has been amended to include see references.
720-01-008	1275	Routine communication	This record class scope note has been amended to include see references. Record examples and exclusions have been added.
720-01-009	1276	Routine recordkeeping operations	The coverage of this record class remains unchanged from QDAN720 v.2.
720-01-010	1277	Routine surveillance and monitoring	This record class from QDAN720 v.2 has been renamed. The scope note has been amended and included see references. Record examples and exclusions have been amended.
720-02-11	1102	Cardholder data	This record class scope note has been amended to include see references.
720-02-12	1103	Sensitive authentication data	This record class scope note has been amended to include see references.

## New record classes in the General retention and disposal schedule

General Schedule Reference	Description	Details
Common Activities	Records of activities common to many government agencies.	New section added to the General Schedule to enable agencies to combine any common record class with any function undertaken by an agency.
1000	Advice – significant	This is a new Permanent record class.
1007	Audits – significant	This is a new Permanent record class.
1156	Claims – significant	This is a new Permanent record class.
1264	Claims – hazardous substance conditions	This is a new temporary record class with a retention period of 100 years after business action completed.
1025	Stakeholder engagement	This is a new temporary record class with a retention period of 7 years after business action completed.
1026	Client relationship management	This is a new temporary record class with a retention period of 7 years after business action completed.
1039	Projects – significant	This is a new Permanent record class.
1265	Projects that do not proceed	This is a new temporary record class with a retention period of 2 years after business action completed.
1046	Research – significant	This is a new Permanent record class.
1047	Research – other	This is a new temporary record class with a retention period of 5 years after business action completed.
1179	Moveable assets – registered plant	This is a new temporary record class with a retention period of 7 years after the plant has been scrapped or ownership transferred.
1183	Acquisitions not proceeded with	This is a new temporary record class with a retention period of 2 years after business action completed.
Collection Management	Acquiring, organising and processing the	This is a new function added as collection management was previously

General Schedule Reference	Description	Details
	collection of a library and/or information centre, museum, art gallery, theatre etc.	inadequately covered in the GRDS.
1063	Preventive conservation	This is a new temporary record class with a retention period of 5 years after business action completed.
1055	Loan arrangements	This is a new temporary record class with a retention period of 7 years after business action completed.
1056	Acquisitions not proceeded with	This is a new temporary record class with a retention period of 7 years after business action completed.
1280	Parent/guardian permissions	This is a new temporary record class with a retention period of when child reaches 18 years of age.
1065	Addresses, presentations or speeches – significant	This is a new Permanent record class.
1067	Management of customer services	This is a new temporary record class with a retention period of 5 years after business action completed.
1068	Service charters and directives – development	This is a new temporary record class with a retention period of 3 years after superseded.
1079	Public interest disclosures – no action required	This is a new temporary record class with a retention period of 2 years after business action completed.
1082	Marketing campaigns – significant	This is a new Permanent record class.
1088	Honours, awards and prizes – significant	This is a new Permanent record class.
1093	Executive Council Minutes – approved prior to 2010	This is a new Permanent record class.
1095	Visits – official major delegations	This is a new Permanent record class.
1107	Budget progress	This is a new temporary record class with a retention period of 2 years after

General Schedule Reference	Description	Details
		business action completed.
1112	Loans, investments and trusts that do not proceed	This is a new temporary record class with a retention period of 2 years after business action completed.
Governing Bodies	Managing and administering governing bodies.	This is a new function added as governing bodies was previously inadequately covered in the GRDS.
1279	Governing body appointments and separations - not managed by the Department of the Premier and Cabinet	This is a new Permanent record class.
1120	Governing body appointments and separations - other	This is a new temporary record class with a retention period of 80 years from date of birth or 7 years from date of separation, whichever is later.
1121	Fees and allowances	This is a new temporary record class with a retention period of 7 years after separation of member from governing body.
1266	Unsuccessful nominations	This is a new temporary record class with a retention period of 2 years after business action completed.
1278	Staff elections	This is a new temporary record class with a retention period of 1 year after declaration of election result.
1282	Master control records – temporary value records	This is a new record class with a retention period of for the life of the record.
1132	Recovery of lost records	This is a new temporary record class with a retention period of 7 years after business action completed.
1137	Data quality and integrity validation	This is a new temporary record class with a retention period of for the life of the record.
1154	Administrative release of information	This is a new temporary record class with a retention period of 2 years after business action completed.
1143	Ongoing preservation measures	This is a new temporary record class with a retention period of 5 years after



General Schedule Reference	Description	Details
		business action completed.
1165	Patents, trademarks and designs	This is a new temporary record class with a retention period of 7 years after intellectual property expires.
1167	Intellectual property administration	This is a new temporary record class with a retention period of 7 years after business action completed.
1161	Legal advice – matters involving minors	This is a new temporary record class with a retention period of when child reaches 27 years of age.
1170	Matters – involving minors	This is a new temporary record class with a retention period of when child reaches 27 years of age.
1192	Agency property – inspections	This is a new temporary record class with a retention period of 7 years after business action completed.
1193	Acquisition, construction and maintenance not proceeded with	This is a new temporary record class with a retention period of 7 years after business action completed.
1195	Utilities – maintenance and repair	This is a new temporary record class with a retention period of 7 years after business action completed.
1199	Office relocation	This is a new temporary record class with a retention period of 2 years after business action completed.
1201	Security operations	This is a new temporary record class with a retention period of 2 years after business action completed.
1206	Disaster recovery – significant	This is a new Permanent record class.
1207	Disaster recovery – other	This is a new temporary record class with a retention period of 7 years after business action completed.
1210	Performance management	This is a new temporary record class with a retention period of 5 years after business action completed.

General Schedule Reference	Description	Details
1221	Health monitoring – asbestos	This is a new temporary record class with a retention period of 40 years after business action completed.
1262	Registered Training Organisation (RTO) status	This is a new temporary record class with a retention period of 30 years after registration ceases.
1069	Contact centre recordings	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.
1064	Space management	This record class is part of the Transitory and Short Term Records section. The retention period has changed to 'until business action completed'.