



HOW TO COMPLETE THE SUMMARY OF CHANGES TEMPLATE

The summary of changes template provides details of the changes made between different versions of a retention and disposal schedule. This template can also be used for new schedules that are merging a number of other schedules together.

Title information

Fill in the details of the name of the schedule and the date the schedule is approved.

Summary of changes table

Below is how you complete the summary of changes template.

Table header	Table header
Previous class reference in version no. x	List the record class references from the schedule that is being superseded.
Disposal Authorisation in QDAN	List the new record class references.
Description	List the function, activity and record class title.
Details of change	Provide the details of the changes made to the record class. Example - This record class has been revised and the retention period has decreased to 5 years after business action completed.