



# COMMON ACTIVITIES

Records of activities common to many  
government agencies

## NEW CLASSES

17 record  
classes

- 1000 - Significant advice
- 1007 - Significant audits
- 1156 - Significant claims
- 1019 - Compliance with legislation and/or standards
- 1020 - Compliance inspections and quality assurance
- 1264 - Claims for hazardous substance conditions
- 1028 - Routine meetings
- 1016 - Significant compliance breaches
- 1025 - Stakeholder engagement
- 1026 - Client relationship management
- 1039 - Significant projects
- 1040 - Non-significant projects
- 1265 - Projects that do not proceed
- 1284 - Surveillance footage captured for a specific purpose
- 1046 - Significant research
- 1047 - Detailed research
- 1048 - Short term research

*These infographics are a **guide ONLY**. For full details of changes to the GRDS from version 7 to the current 1<sup>st</sup> September 2016 version please see the [appraisal log](#), the full [summary of changes](#) and other [supporting documents and advice](#).*

1030 - Specific purpose plans  
1034 - Final administrative policy  
1044 - Non-significant reports  
1053 - Non-significant security breaches

4 record classes

**MERGED CLASSES - MIXTURE OF RETENTION PERIOD CHANGES**

1 record class

**REDUCED RETENTION**

1024 - Non-significant evaluations and reviews

8 record classes

**INCREASED RETENTION**

1006 - Agreements and contracts register  
1012 - Vehicle authorisations  
1013 - Advisory bodies  
1015 - Committees - other than high level  
1157 - Claims - self insurance scheme  
1158 - Claims involving minors  
1017 - Non-significant compliance breaches  
1052 - Significant security breaches

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