



# EXTERNAL RELATIONS

Records relating to the management of relationships with external bodies.



- 1068 - Development of service charters & strategies
- 1067 - Management of customer services
- 1065 - Significant addresses, presentations & speeches
- 1079 - Public interest disclosures - no action required
- 1082 - Significant marketing campaigns
- 1088 - Significant honours, awards & prizes
- 1093 - Executive council minutes approved prior to 2010
- 1095 - Visits made to and by official major delegations

8 record classes

**NEW CLASSES**

1 record class

## MERGED CLASSES - MIXTURE OF RETENTION PERIOD CHANGES

- 1080 - Judicial reviews

3 record classes

**REDUCED RETENTION**

- 1066 - Non-significant addresses, presentations or speeches
- 1089 - Non-significant honours, awards & prizes
- 1096 - Visits made by agency employees

6 record classes

## INCREASED RETENTION

- 1094 - Executive Council minutes approved post 2010
- 1059 - Non-significant exhibitions organised by or with input from agency
- 1078 - Unsubstantiated public interest disclosures
- 1084 - Master set of agency media releases
- 1086 - Non-significant programs and events
- 1091 - Non-significant Ministerial briefings

*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](#).*