

# General retention and disposal schedule

## Changes in retention periods

### Reduction

Reduction in the retention period from GRDS v7

### New

New record classes added to the General Schedule

### Unchanged

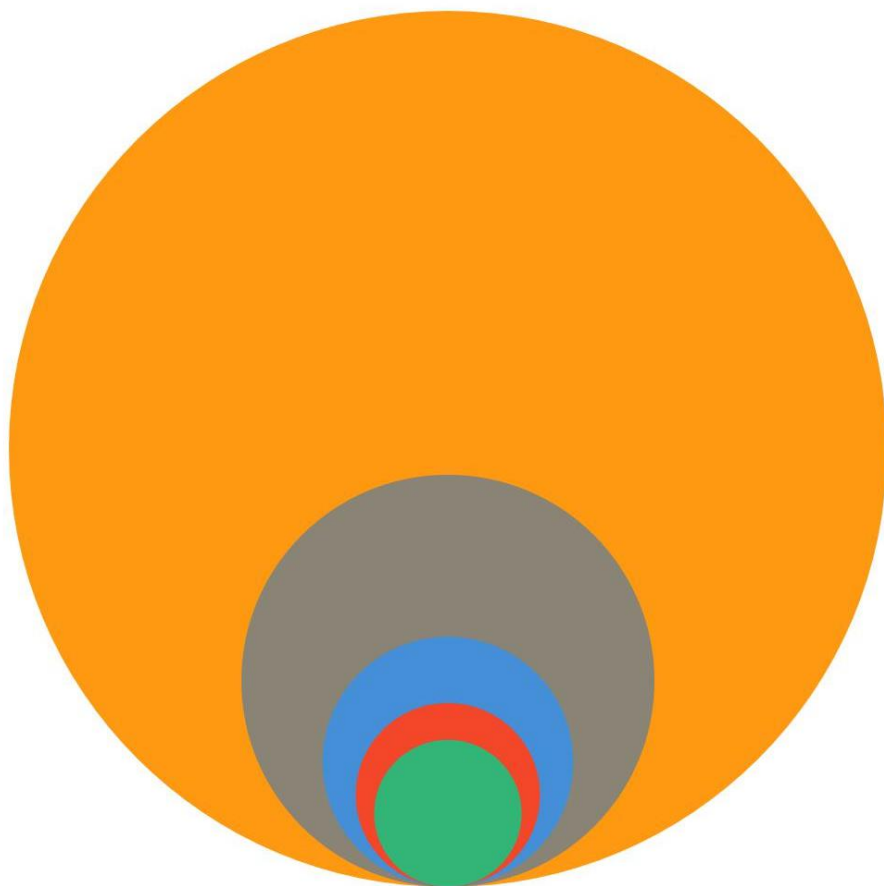
Record classes with unchanged retention periods from GRDS v7

### Transitory

Transitory and Short term records with the retention of 'until business action completed'

### Increase

Increase in retention period from GRDS v7



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](#).