

AFDA and AFDA Express (2010) to AFDA Express Version 2 Mapping Guide

This guide enables AFDA and AFDA Express (2010) classes to be mapped to AFDA Express Version 2. As a result of the review of AFDA Express (2010) functions have been merged and additional classes included to allow the earlier destruction of low value records.

The guide applies to the function of Compensation.

The guide is arranged by the function and activity business classification scheme (BCS) of AFDA. The document will be useful for agencies wishing to check the minimum retention periods in AFDA to assist in deciding whether the rolled-up AFDA Express disposal action best meets their administrative needs. It will also be a useful sentencing tool for agencies using the BCS to title records on creation.

Some activities have a 'No class' entry in the AFDA column. In these instances other AFDA functions and activities are referred to through 'For' statements leading to a disposal class. For example, in the AFDA BCS most functions include 'Acquisition', 'Contracting-out' and 'Tendering' that are now covered under classes in the Procurement function. With these 'No class' entries the mapping document indicates which AFDA Express class should be used.

A 'No Class' entry may occur in the AFDA Express Version 2 column. These were formally 'destroy when reference ceases' classes and are no longer covered by AFDA Express Version 2. For example, previously 'copies of all property management plans' had the disposal action of destroy when reference ceases and are now no longer covered. Agencies may enquire about disposal coverage options by contacting the National Archives' [Agency Service Centre](#).

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COMPENSATION

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS (2010) CLASS	AFDA EXPRESS VERSION 2 CLASS
COMPENSATION	Accidents	No class	20253, 20255, 20304, 20460, 20464, 20467	62640/62608, 62611/62608 62629/62641 62644/62648, 62649, 62652
	Acquisition	No class	20317	62544
	Advice	1090	20255	62610*
	Agreements	No class	20255	62611
	Authorisation	1091	20255	62610*
	Authorisation	1092	20255	62611
	Authorisation	1093	20255	62611
	Authorisation	1094	20255	62611
	Cases	20926	20253	62640/62608
	Claims	1096	20255	62662/62611
	Claims	1097	20255	62611
	Committees	1098	20255	62611
	Committees	1099	20255	62611
	Compliance	1100	20255	62611
	Contracting-out	No class	20317	62544
	Insurance	20927	20255	62611
	Insurance	1103	20254	62609
	Insurance	20928	20255	62611
	Payments	1104	20255	62611
	Policy	20929	20255	62611
	Policy	1106	20255	62610*
	Policy	1107	20255	62610*
	Policy	1108	20255	No class
	Procedures	1109	20255	62611
	Procedures	1110	20255	62610*
	Procedures	1111	20255	No class
	Reporting	20930	20255	62640/62611
	Reporting	20931	20255	62640/62611
	Reporting	20932	20255	62610*
	Reviewing	1112	20255	62611
	Reviewing	1113	20255	62610*
	Risk Management	20933	20255	62611
	Risk Management	20934	20255	62611
	Tendering	No class	20314 - 20317	62543 - 62544

* Default class 62611 can also be used to sentence where class 62610 is indicated.