

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 new function of Work Health & Safety. Previously Occupational Health & Safety (OH&S) in AFDA and AFDA Express (2010).

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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OCCUPATIONAL HEALTH & SAFETY

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FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS (2010) CLASS	AFDA EXPRESS VERSION 2 CLASS
OCCUPATIONAL HEALTH & SAFETY	Accidents	1619	20460(Reports) / 20463(Register)	62648
	Accidents	1620	20467	62652
	Accidents	1621	20464	62649
	Accidents	1622	20467	62652
	Advice	1623	20467	62651*
	Agreements	1624	20467	62652
	Agreements	1625	20467	62652
	Appeals (decisions)	1626	20467	62652
	Audit	1627	20467	62652
	Audit	1628	20467	62652
	Authorisation	1629	20467	62652
	Authorisation	1630	20467	62652
	Cases	1631	20456	62645
	Committees	1632	20467	62652
	Committees	1633	20467	62652
	Committees	1634	20467	62652
	Compliance	1635	20467	62652
	Compliance	1636	20467	62652
	Compliance	1637	20467	62652
	Compliance	1638	20467	62650
	Compliance	1639	20457	62646
	Compliance	1640	20457	62646
	Compliance	1641	20465	62652
	Contracting-out	No class	20317	62544
	Evaluation	1643	20467	62652
	Health Promotion	1644	20467	62652
	Health Promotion	1645	20467	62652
	Health Promotion	1646	20467	62646
	Implementation	1647	20467	62652
	Inquiries	1648	20466	62650
	Inspections	1649	20459	62646
	Inspections	1650	20466	62650
	Inspections	1651	20457	62646
	Meetings	1652	20467	62652
	Meetings	1653	20467	62652
	Planning	1654	20467	62644/62652
	Planning	1655	20467	62644/62652
	Planning	1656	20467	No Class
	Policy	1657	20467	62644/62652
	Policy	1658	20461	62647
	Policy	1659	20467	62644/62652
	Policy	1660	20467	62644/62652
	Policy	1661	20467	No Class
Procedures	1662	20458	62644/62646	
Procedures	1663	20467	62652	
Procedures	1664	20467	62644/62652	
Procedures	1665	20467	No Class	
Reporting	1666	20467	62644/62652	
Reporting	1667	20467	62652	

FUNCTION	ACTIVITY	AFDA CLASS	AFDA EXPRESS (2010) CLASS	AFDA EXPRESS VERSION 2 CLASS
	Reporting	1668	20467	No Class
	Representatives	1669	20467	62651*
	Representatives	1670	20467	62651*
	Representatives	1671	20467	62651*
	Research	1672	20467	62652
	Research	1673	20467	62652
	Reviewing	1674	20466	62650
	Reviewing	1675	20467	62652
	Risk Management	1676	20457	62646
	Risk Management	1677	20462	62648
	Risk Management	1678	20457	62646
	Standards	1679	20467	62652
	Tendering	No class	20314 - 20317	62543-62544

* Default class 62652 can also be used to sentence where class 62651 is indicated.